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1909

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DECEMBER, 1909

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MATTHEW ROBSON,	Elected Nov. 23, 1903.
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SALEM PUBLIC LIBRARY

TRUSTEES' REPORT.

SALEM, December 10, 1909.

To the City Council of the City of Salem:

The Trustees of the Salem Public Library submit herewith the annual reports of the Librarian and Treasurer respectively, for the year ending November 30, 1909, and respectfully call your attention to the facts in the Librarian's report relative to the reduction of the appropriation and consequent necessity for curtailment in the purchase of books. Such necessity is unfortunate. The library should be of great and increasing advantage to all of our people and the books should be made easily accessible to all sections of the city. We trust that in the near future it may be possible to greatly enlarge its usefulness.

For the Trustees,

ARTHUR H. PHIPPEN, *Secretary.*

LIBRARIAN'S REPORT, 1909.

To the Trustees of the Salem Public Library,

GENTLEMEN:—The library has had a year of continued success upon the old lines and without any new features in the work.

For the first time in our history the City Council in its annual appropriation bill made a decided reduction from the estimates submitted by the Trustees. This has necessitated the greatest economy in our expenditures. Little has been spent upon maintenance of building, binding and printing have been restricted to the lowest limit, and several periodicals have been dropped from the subscription list. These omissions have been confined to those of least importance or of least use, yet every periodical on our list has had its regular readers and is missed by someone.

It will be remembered that in my last report I spoke of the reduction in our regular income for purchase of books owing to the change in investments. The City Council struck out from our estimate the item of $500 to make good this deficiency. Fortunately a friend of the library has given money for buying books so that the accessions are not as much behind other years as had been expected.

At the beginning of the year it appeared as if the branches which the trustees and librarian have so much desired were to become a reality, but no appropriation for them was made and we were again disappointed. I hope that the incoming City Council may feel able to deal more generously with the library and give the funds necessary for our regular work and also for its expansion into new channels.

The usual tables of growth and use and the list of donors which are appended call for no comment.

Respectfully submitted,

GARDNER M. JONES, *Librarian.*

SALEM, MASS., December 10, 1909.

CIRCULATION.

Days the library was open,	305
Volumes delivered for home use,	101,575
Average daily use,	333
Largest daily use (February 20),	724
Smallest daily use (August 17),	105
Average weekly use,	1,953
Largest weekly use (March 1-6),	2,804
Smallest weekly use (August 2-7),	1,279
Volumes lost and not paid for,	36
Volumes worn out and withdrawn,	870
Mail notices for overdue books,	704
Messenger sent for overdue books,	63
New names registered during the year,	1,065

CLASSIFICATION AND USE.

Class.	Volumes in library Dec. 1, 1908	Added	Withdrawn	Volumes in library Nov. 30, 1909	Volumes issued	Percent of circulation
Fiction,	11,282	921	788	11,415	80,078	78.84
General works,	4,781	229	50	4,960	2,316	2.28
Philosophy,	648	11	1	658	432	.43
Religion,	1,801	21	—	1,822	516	.51
Sociology,	3,825	118	18	3,925	1,806	1.78
Philology,	302	20	—	322	178	.17
Science,	3,081	79	8	3,152	1,372	1.35
Useful arts,	3,490	160	10	3,640	2,056	2.02
Fine arts,	2,635	79	7	2,707	1,851	1.82
Literature,	5,304	76	18	5,362	3,613	3.56
Travels,	3,815	92	16	3,891	2,107	2.07
Biography,	5,140	136	9	5,267	2,804	2.76
History,	4,683	81	13	4,751	2,446	2.41
Totals,	50,787	2,023	938	51,872	101,575	100.00

ACCESSIONS.

Volumes in the library Dec. 1, 1908,		50,787
Added by purchase, ...	1,681	
Added by gift, ...	342	
Total added, ...	2,023	
Withdrawn, ...	938	
Net gain, ...		1,085
Volumes in the library November 30, 1909,		51,872

Reading and Reference Rooms.

WEEK DAY USE.

Persons using reference room, ...	6,671
Volumes delivered from circulating department,	5,324

SUNDAY USE.

	Ref. Rooms	Both Rooms
Persons using rooms, ...	1,208	3,978
Average use (52 Sundays), . .	23	77
Largest use, ...	44	138
Smallest use, ...	5	23

HOLIDAY USE.

Christmas day, ...	8	65
Washington's birthday, ...	14	93
Patriots' day, ...	13	53
Memorial day, ...	19	47
June seventeenth, ...	9	32
Fourth of July, ...	8	36
Labor day, ...	6	41
Thanksgiving day, ...	9	72

GIFTS TO THE LIBRARY.

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Abbot public library, Marblehead,		1	
Aberdeen (Scotland) public library,		1	
Adams, Charles Francis, Boston, .		1	
Adriance memorial library, Poughkeepsie, N. Y., ...		1	
American assoc. for international conciliation, New York city, . .		2	
American Irish historical society, Providence, R. I., ...	1		
American peace society, Boston, . .		1	
American prison assoc., Indianapolis, Ind., ...	3	1	
Ancient and honorable artillery company of Mass., Boston, . . .		2	
Andover theological seminary, Cambridge, ...	1	2	
Andrews, Ray C., New York city, .		4	
Anti-imperialist league, Boston, . .		1	
Atlas Portland cement co., New York city, ...	2		
Association of life insurance presidents, New York city, ...		8	
Babcock and Wilcox co., New York city, ...	1		
Bancroft memorial library, Hopedale,		1	
Bangor (Me.) public library, . . .		1	
Bates college, Lewiston, Me., . . .		2	
Battersea (Eng.) public library, . .		1	
Baylor university, Waco, Texas, . .		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Beebe town library, Wakefield, . .		1	
Beer, William, New Orleans, La., .		1	
Benneville, James S. de, Yokohoma, Japan, ...	1		
Benton, Josiah H., Boston, . . .		2	
Berkshire athenæum, ...			4
Bertram, Mrs. John, Estate of, . .	4		22 phs.
Beverly public library, ...		1	
Bigelow free public library, Clinton,		1	
Birmingham (Eng.) free libraries, .		1	
Bodleian library, Oxford, Eng., . .		1	
Bosler memorial library, Carlisle, Pa.,			1
Boston, City of, ...		1	
Boston athenæum, ...		1	
Boston children's friend society, .		1	
Boston infirmary dept.	1		
Boston port and seamen's aid society,		1	
Roston public library, ...		1	4
Boston transit commission, . . .	1		
Bostonian society, Boston, . . .		1	
Bowdoin college, Brunswick, Me., .		3	
Bradford (Eng.) public free libraries,		1	4
Brighton (Eng.) public library, . .		1	
Bristol (Eng.) public library, . . .		1	
British and foreign unitarian assoc.	1		
Brockton public library, ...		2	4
Bromley (Eng.), public library, . .		1	1
Bromwell, Miss Henrietta E., Denver, Col., ...	1		
Bronson library, Waterbury, Conn., .		1	
Brookline public library, ...		1	5
Brooklyn (N. Y.) institute of arts and sciences, ...	1	3	8
Brooklyn (N. Y.) public library, .		9	3
Brooks, Margarette W., ...	4		

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Buffalo (N. Y.), public library, . .		3	
Bunau-Varilla, P., ...		1	
Burlington (Iowa) free public library,		1	
California, Architecture, Board of, .		1	
California state library, ...		2	21
Cambridge (Eng.) public free library,		1	
Cambridge (Eng.) university library,		1	
Cambridge (Mass.) public library, .		1	9
Canton public library, ...		1	
Cardiff (Wales) public libraries, . .		4	4
Carnegie free library, Braddock, Pa.,		1	
Carnegie free library, Duquesne, Pa.,			1
Carnegie hero fund commission, Pittsburgh, Pa., ...		1	
Carnegie institute, Pittsburgh, Pa., .		1	
Carnegie library, Atlanta, Ga., . .		1	7
Carnegie library, Nashville, Tenn., .		1	
Carnegie library, Pittsburgh, Pa., .		1	11
Carnegie public library, Bradford, Pa.,		1	
Casson, Herbert N., Pine Hill, N. Y.,	1		
Catholic missions, Publishers of, .			6
Cedar Rapids (Iowa) free public library,		2	
Chicago, City of, ...	1	1	
Chicago historical society, ...		1	
Chicago public library, ...		7	
Chorley (Eng.) free public library, .		1	
Church library assoc., Cambridge, .		1	
Cincinnati (Ohio) public library, . .		3	5
Clark college, Worcester, ...		1	
Cleveland (Ohio) public library; .		1	3
Clinton (Ia.) free public library, .		1	
Colby, William R., ...	4		
Collins memorial committee, Boston,	1		
Colorado state agricultural college, Fort Collins, Col., ...		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Concord (Mass.) free public library,		1	
Concord (N. H.) public library, . .		1	
Connecticut state library, ...	1		
Council Bluffs (Ia.) free public library,		1	
Croydon (Eng.) public libraries, .		1	6
Davenport (Ia.) public library, . .		1	
Deborah Cook Sayles public library, Pawtucket, R. I., ...		1	
Decatur (Ill.) free public library, .			1
DeClarimont, A., Toledo, Ohio, . .		1	
Densmore, Ernest, M. D., New York city, ...	2		
Denver (Col.) public library, . . .			4
Depew, Hon. Chauncey M., . . .		7	
Des Moines (Ia.) City of, ...		1	
Detroit (Mich.) Health, Board of .		1	
Detroit (Mich.) public library, . .	1	1	
District of Columbia public library, Washington, D. C., ...		1	13
Dover (N. H.) public library, . .		1	2
Dow, George Francis, ...		1	
Duluth (Minn.) public library, . .		1	
Easton (Pa.) public library, . . .		1	
England, Patent office, ...		1	
Enoch Pratt free library, Baltimore, Md.		1	1
Erie (Pa.) public library, ...		1	
Essex institute, ...	1	1	4
Farnsworth, Edward C., Portland, Me.,	1		
Field museum of natural history, Chicago, Ill., ...		10	
Finsbury (Eng.) public library, . .			4
Fitchburg public library, ...		1	3
Fitz public library, Chelsea, . . .		2	
Fletcher free library, Burlington, Vt.,		1	1

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Fletcher memorial library, Ludlow, Vt		1	
Flint public library, Middleton, . .		1	
Friends' free library, Germantown, Pa.,		1	
Galesburg (Ill.) free public library, .		1	4
Gary (Ind.) public library, ...		1	
Gavet, William F., ...		1	
General electric co., Schenectady, N. Y.,			5
Gilbert M. Simmons' library, Kenosha, Wis., ...		1	
Gloversville (N. Y.) public library, .		1	
Good government, Publishers of, .			9
Gove, Hon. William H., ...	72	26	109
Grand Rapids (Mich.) public library,		1	12
Green, Samuel Swett, Worcester, .		1	
Greenfield public library, ...		1	7
Griswold, Stephen M., Brooklyn, N. Y.,	1		
Grosvenor library, Buffalo, N. Y., .		2	
Groton public library, ...		1	
Hall, Mrs. Henry G., ...	29		
Hartford (Conn.) public library, . .		1	4
Harvard university library, . . .		1	
Haskell, Mrs. Anna Johnson, Estate of, Roslindale, Mass., ...	6		
Havana (Cuba) bibliotheca nacional,		1	
Haverhill evening gazette, Publishers of, ...			304
Haverhill public library, ...		1	4
Hebrew union college, Cincinnati, Ohio,		2	
Helena (Montana) public library, .			2
Hispanic society of America, New York city, ...		2	2
Holy Cross purple, Publishers of, .			8
Holyoke public library, ...		1	2
Home market club, ...		4	12
Hornsey (Eng.) public library, . .		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Howard memorial library, New Orleans, La.,		1	
Hyde Park public library,		1	4
Indian rights assoc., Philadelphia, Pa.,		1	
Indiana public library commission,		1	3
Indiana state library,			5
Indianapolis (Ind.) public library,			10
Intercollegiate athletic assoc. of the U. S.,		1	
Iowa college, Grinnell, Iowa,		1	
Iowa library commission,			4
Jacksonville (Fla.) free public library,		1	
Jeffers, Le Roy, New York city,		1	
Jersey City (N. J.) free public library,		2	4
John Crerar library, Chicago,		3	
Johnson public library, Hackensack, N. J.,			7
Joliet (Ill.) public library,			9
Jones, Gardner M.,		1	
Jones, Mrs. Gardner M.,		14	
Kansas City (Mo.) public library,			4
Keith, Mrs. Mary I.,	2		
Laconia (N. H.) public library,		1	
Lake Mohonk conference of friends of the Indian, Mohonk Lake, N. Y.,		1	
Lake Mohonk conference on international arbitration, Mohonk Lake, N. Y.,		2	
Lancaster town library,		1	
Lawrence public library,		1	
Lee, G. W., Boston,		1	
Leeds (Eng.) public library,		1	
Lefavour, Carrie M.,	4		
Leicester public library,		1	
Leland Stanford Junior university,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Leominster public library, ...		1	
Leyton (Eng.) public library, . . .		1	
Library bureau, Boston, ...	1		
Lincoln (Neb.) city library, . . .		1	
Liverpool (Eng.) public library, . .		1	
Los Angeles (Cal.) public library, .		2	
Louisville (Ky.) free public library,		7	3
Lowell city library, ...		1	
Lynn park commissioners, ...		1	
Lynn public library, ...		1	6
McKinley memorial in Philadelphia,		1	
Malden public library, ...		1	1
Manchester (N. H.) city library, . .		1	
Manitowoc (Wis.) public library, .		1	
Mankato (Minn.) free public library,		1	
Mass. Bureau of statistics of labor, .		1	8
Mass. Metropolitan water and sewerage board, Boston, ...	1		
Mass. Secretary of agriculture, . .	7		
Mass. Secretary of the Commonwealth,	23	2	
Mass. State board of charity, . . .		1	
Mass. State board of health, . . .		1	
Mass. Supt. for suppressing the gypsy and brown tail moths, Boston, .		1	
Mass. agricultural college, Amherst,		1	
Mass. agricultural experiment station, Amherst, ...		2	
Mass. cremation society, Boston, . .	1		
Mass. free public library commission,		1	
Mass. historical society, ...		1	
Mass. institute of technology, . .		1	
Mass. nautical training school, Boston,		1	
Mass. soldiers' home, Chelsea, . .		1	
Medford public library, ...		1	
Melrose public library, ...		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Merchants' assoc. of New York, . .		1	
Merchants' national bank, ...	1		
Millicent library, Fairhaven, . . .			4
Milton public library, ...		1	4
Milwaukee (Wis.) public library, .		1	3
Minneapolis (Minn.) public library,		5	
Mississippi, Archives and history, Dept. of, ...	2		
Montclair (N. J.) free public library,		1	
Morse, Edward S., ...		1	
Morse institute library, Natick, . .		1	
Mount Holyoke college, South Hadley,		2	
Munn and co., New York city, . .		1	
Murphy, Rev. T. J., ...			10
Museum of fine arts, Boston, . . .		3	
National business league of America, Chicago, Ill., ...		1	
National child labor commission, New York city, ...		1	
National civil service reform league, New York city, ...		6	
Nebraska public library commission,		1	
New Bedford free public library, .		2	9
New Bedford textile school, . . .		1	
New Brunswick (N. J.) free public library, ...		1	
New church review, ...			4
New Hampshire farmer, Publishers of,			52
New Haven (Conn.) free public library,		1	
New London (Conn.) public library,		1	
New Orleans (La.) public library, .		2	
New York association for the blind,		2	
New York city, Board of education,	1		
New York general society of mechanics and tradesmen, ...		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
New York mercantile library, New York city, ...		3	
New York public library, ...			24
New York society library, New York city, ...		1	
New York state education dept., . .		3	4
New York state library, ...	5	5	
New York state water supply commission, ...	3		
New York young women's Christian assoc., ...		1	
New Zealand tourist and health resort dept., Wellington, N. Z., . . .	3		
Newark (N. J.) free public library,		1	
Newcastle-upon-Tyne (Eng.) public library, ...	2	1	
Newton free library, ...		1	10
North Adams public library, . . .		1	
North Adams publicity committee, .		1	
Northwestern university, Evanston, Ill.,		1	
Nottingham (Eng.) free public libraries,		1	12
Oberlin college library, Oberlin, Ohio,		1	
Ohio Wesleyan university, Delaware, Ohio, ...		1	
Omaha (Neb.) public library, . . .			5
Oregon library commission, Salem, Oregon, ...		2	
Osaka library, Osaka, Japan, . . .		1	
Osterhout free library, Wilkes Barre, Pa., ...		1	10
Otis library, Norwich, Conn., . . .		1	9
Our dumb animals, Publishers of, .			11
Oxford free public library, . . .		1	
Packard, Rev. Philo W., ...	18	4	
Parlin memorial library, Everett, .		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Patterson (N. J.) free public library,		1	
Peabody, Mrs. Henry W., West Medford, ...	1		
Peabody institute, Danvers, . . .		1	4
Peabody institute, Peabody, . . .		1	1
Peace society, New York city, . .		1	
Pennsylvania free library commission,			4
Pennsylvania prison society, Philadelphia, Pa., ...		1	
Peoria (Ill.) public library, . . .			5
Philadelphia academy of natural science, ...		1	
Philadelphia apprentices library, .		1	
Philadelphia free library, ...		2	
Philadelphia library co., ...			2
Phillips Exeter academy, Exeter, N. H.,		4	
Plumb memorial library, Shelton, Conn.			1
Plymouth (Eng.) free public libraries,		1	
Portland (Me.) public library, . .		1	
Portland (Oregon) library assoc. .		2	10
Pratt institute free library, Brooklyn, N. Y., ...		3	4
Providence (R. I.) athenæum, . .		1	
Providence (R. I.) public library, .		1	4
Queens' Borough (N. Y.) public library,		2	
Quincy (Ill.) free public library, . .			2
Radcliffe college, Cambridge, . . .		1	
Rantoul, Hon. Robert S., ...		2	
Raymond, George L., New York city,	9		
Reading (Pa.) public library, . . .		1	
Redwood library, Newport, R. I., .		1	
Reuben Hoar library, Littleton, . .		1	
Reynolds library, Rochester, N. Y.,		1	
Robbins library, Arlington, . . .		1	
Robinson, John, ...			28

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Rockford (Ill.) public library, . .		1	9
Rockville (Conn.) public library, .			4
St. Joseph (Mo.) free public library,		1	
St. Louis (Mo.) mercantile library assoc.,		1	
St. Louis (Mo.) public library, . .			10
St. Paul (Minn.) public library, . .		1	
Salem, City of, ...	1		
Salem commercial school, ...			12
Salem dispatch, Publishers of, . .			100
Salem first church of Christ scientist,			370
Salem hospital, ...		1	
Salem news, Publishers of, ...			305
Salem register, Publishers of, . . .			52
Salem socialist club, ...			7
San Francisco (Cal.) citizens health committee, ...	1		
San Francisco (Cal.) mechanics institute, ...		1	
San Francisco (Cal.) public library,		2	12
Saturday evening observer, Publishers of, ...			52
Schlapp, George, Fort Madison, Iowa,	1		
Scranton (Pa.) public library, . .		1	3
Seattle (Wash.) public library, . .		2	
Shaw, Mrs. Quincy A., Jamaica Plain,	1		
Shute memorial library, Everett, .		1	
Silas Bronson library, Waterbury, Conn., ...			1
Silvin, Edward, Santa Barbara, Cal.,		1	
Smithsonian institution, ...	5	15	1
Somerville public library, ...		1	10
South Omaha (Neb.) public library,		1	
Southbridge library committee, . .		1	
Spokane (Wash.) public library, .		1	
Springfield city library, ...		2	10

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Still college of osteopathy, Des Moines, Iowa, ...		1	
Stimson, John W., Redding Centre, Conn., ...		1	
Stone, Dr. Lincoln R., Newton, . .			206
Stone and Webster, Boston, . . .		2	
Sturgis, Mrs. E. O. P., ...			80
Sunset, Publishers of, ...			12
Superior (Wis.) public library, . .		1	
Syracuse (N. Y.) public library, .		1	
Tacoma (Wash.) public library, . .		1	
Taunton public library, ...		1	
Temperance cause, Publishers of, .			10
Tennessee, University of, Knoxville, Tenn., ...		1	
Theosophical society, Danvers lodge,	1		
Thomas Crane public library, Quincy,		2	
Toledo (Ohio) public library, . .		1	
Toronto (Can.) public library, . .		1	
Towle manufacturing co., Newburyport,	1		
Trenton (N. J.) public library, . .		2	6
Trinity college, Hartford, Conn., .		1	
Trustees of public reservations, Boston,		2	
Tuftonian, Publishers of, ...			11
Tufts college, ...		2	
Tufts library, Weymouth, ...		1	
Tufts weekly, Publishers of, . . .			32
U. S. Agriculture, Dept. of, . . .	1	8	4
U. S. Civil service commission, . .	1	1	
U. S. Commerce and labor, Dept. of,	1		
U. S. Documents, Supt. of, . . .			13
U. S. Education, Bureau of, . . .	4	11	
U. S. Interstate commerce commission,	1		
U. S. Justice, Dept. of, ...		3	
U. S. Library of Congress, . . .	2	3	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
U. S. Navy dept.	1		
U. S. Patent office, ...		2	
U. S. War dept., ...	2	7	
U. S. mushroom and spawn co., St. Paul, Minn., ...		1	
Usher, Edward P., Grafton, . . .	1		
Utah agricultural college, Logan, Utah,		3	
Utah state farmers institute, Salt Lake City, Utah, ...		1	
Utica (N. Y.) public library, . . .		1	
Vermont, University of, Burlington, Vt., ...		2	
Waltham public library, ...		1	10
Warren, Francis E., Wyoming, . .		1	
Washington, University of, Seattle, Washington, ...		2	
Watertown free public library, . .		1	
Wenham public library, ...		2	
Wesleyan university, Middletown, Conn.,		1	2
Westborough town library, . . .		1	
Western reserve university library school, Cleveland, Ohio, . . .		1	
Westminster (Eng.), public library, .		1	
Weston public library, ...		1	
Whipple, Charles A., Salem, . . .	7		
Whitridge, F. W., ...		1	
Williams, Rufus N., Cambridge, . .		1	
Willson, Lucy B., ...	1		
Wilmington (Del.) institute free library,		2	10
Winchester free library, ...		1	2
Wisconsin civil service commission,	1		
Wisconsin free library commission, .		3	6
Wisconsin state historical society, Madison, Wis., ...	4		
Wisconsin state supt., ...		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Woman's journal, Publishers of, . .			50
Worcester academy, Worcester, . .		1	
Worcester free public library, . .		2	10
Worcester polytechnic institute, .		1	
Workington (Eng.) public library, .		1	
Wright, Allen H., San Diego, Cal., .		1	
Yale university, New Haven, Conn.,		2	
Yamaguchi (Japan) public library, .		1	
York (Eng.) public library, . . .		1	

Total gifts, 265 bound volumes; 511 pamphlets; 2,350 periodicals; 22 photographs.

TREASURER'S REPORT, 1909.

RECEIPTS AND EXPENDITURES.

Funds on hand December 1, 1908:			
City Fund (permanent), .		$25,000 00	
Building Fund, . . .		62,713 00	
			$87,713 00
Unexpended income on hand Dec. 1, 1908:			
Read Fund income, . .			$551 69
			$88,264 69
RECEIPTS:			
City appropriation for 1909,		$9,600 00	
City Fund income, . .		1,000 00	
Read Fund income, . .		600 00	
Building Fund income, .		2,773 87	
Wm. J. Chever bequest, on account, . . .		500 00	
Eliza O. Ropes bequest, .		3,580 00	
Gifts for purchase of books, .		350 00	
Fines, . . .	$443 93		
Sale of catalogs, .	9 50		
Missing and damaged books, .	13 39		
Sundries, . .	7 81	474 63	18,878 50
			$107,143 19

EXPENDITURES:

Books, City Fund income, .	$966 12	
Read Fund income, .	551 09	
Gifts for purchase of books, . . .	310 95	$1,828 16
Premiums and accrued interest on bonds purchased,		148 83
Paid from City Appropriation:		
Periodicals, . . .	488 87	
Binding, ...	960 34	
Insurance, ...	117 00	
Repairs on building, etc., .	251 95	
Furniture and fixtures, .	8 10	
Fuel, ...	287 22	
Light, ...	726 63	
Salaries, ...	6,081 66	
Printing catalogs and reports	127 00	
Blanks and stationery, .	156 25	
Sundries, ...	394 76	$9,599 78
		$11,576 77
City Appropriation unexpended,		22
		$11,576 99

On hand Dec. 1, 1909:

City Fund, ...	$25,000 00	
Building Fund, . . .	69,892 67	
City Fund income, . .	33 88	
Read Fund income, . .	600 60	
Gifts for purchase of books, .	39 05	
		$95,566 20
		$107,143 19

CITY APPROPRIATION.

	Appropriated.	Expended.	Unexpended.
Salaries, . .	$5,800 00	$6,081 66	
Fuel and light, .	1,000 00	1,013 85	
Repairs and furniture,	300 00	260 05	
Periodicals, . .	550 00	488 87	
Binding and printing,	1,200 00	1,087 34	
Blanks, stationery and sundries, .	750 00	668 01	
	$9,600 00	$9,599 78	$ .22

CITY FUND INCOME.

Received 1 years int. to Oct. 1, 1909, on $24,000.00 Newton Mass., 4% bonds, . .	$960 00	
Received 1 years int. to Oct. 1, 1909, on $1,000.00 Boston, Mass., 4% bonds, . .	40 00	
		$1,000 00

Expended for books, . . .	966 12	
On hand, Dec. 1, 1909, . .	33 88	
		$1,000 00

READ FUND INCOME.

On hand Dec. 1, 1908, . .	$551 69	
Received Nov. 12, 1909, from City of Salem Trust Fund Commissioners, . . .	600 00	
		$1,151 69
Expended for books, . . .	$551 09	
On hand Dec. 1, 1909, . .	600 60	
		$1,151 69

GIFTS FOR PURCHASE OF BOOKS.

Received February 11, 1909, .	$50 00	
March 26, 1909, . .	50 00	
April 15, 1909, . .	50 00	
June 9, 1909, . .	50 00	
September 13, 1909, .	50 00	
October 18, 1909, . .	50 00	
November 1, 1909, .	50 00	
		$350 00
Expended for books, . . .	$310 95	
On hand Dec. 1, 1909, . .	39 05	
		$350 00

BUILDING FUND.

On hand Dec. 1, 1908, ...		$62,713 00
Received April 30, 1909, on account of Wm. J. Chever bequest, ...		500 00
Received June 14, 1909, Eliza O. Ropes bequest, viz:—		
50 shares Mass. Electric Co.'s preferred, ...	$3,400 00	
15 shares Mass. Electric Co.'s common, ...	180 00	
		3,580 00
Received from Fine Account for year ending December 1, 1909, ...		474 63
Received income from investments for year ending Dec. 1, 1909, viz:—		
On $2,500 Salem, Mass. Registered 4% bonds due March 1, 1909, 6 months interest to March 1, 1909, ...	$50 00	
On $15,000 Essex County, Mass. 4% bonds, due December 1, 1912, 1 years interest to December 1, 1909, . . .	600 00	
On $15,000 Essex County, Mass. 4% bonds due December 1, 1913, 1 years interest to December 1, 1909, . . .	600 00	

On $7,000 Lynn, Mass. 4% bonds due March 1, 1912, 1 years interest to September 1, 1909,	280 00
On $5,000 Lynn, Mass. 4% bonds due March 1, 1915, 1 years interest to September 1, 1909,	200 00
On $5,000 Lynn, Mass. 4% bonds due March 1, 1916, 1 years interest to Sept. 1, 1909, . .	200 00
On $2,000 Taunton, Mass. 4 % bonds due December 1, 1928, bought Nov. 30, 1908, 1 years interest to Dec. 1, 1909, .	80 00
On $3,000 Boston, Mass. 4 % bonds due Oct. 1, 1923, bought Mar. 5, 1909, 1 years interest to Oct. 1, 1909, . . .	120 00
On 100 shares Mass. Electric Co.'s preferred, Dividend of 1 % due January 1, 1909, . .	100 00
Dividend of 1½ % due July 1, 1909, ...	150 00
On Deposit in Salem Savings Bank, one year to October, 1909, .	69 82
On Deposit in Salem Five Cents Savings Bank, one year to August, 1909, . . .	69 12
On Deposit in Warren Five Cents Savings Bank, Peabody, one year to November, 1909, .	62 18
On Deposit in Lynn Institution for Savings, one year to November, 1909, ...	55 68

On Deposit in Lynn Five Cents Savings Bank, one year to July, 1909, ...		47 70	
On Deposit in Beverly Savings Bank, one year to Oct., 1909,		52 60	
On Deposit in Naumkeag National Bank and Naumkeag Trust Co. from Nov. 10, 1908 to Nov. 1, 1909, ...		36 77	
		$2,773 87	
Paid accrued interest for 5 months, 4 days on $3,000 Boston, Mass., 4% bonds bought March 5, 1909, . .	$51 33		
Paid premium on said bonds 3¼ %, . .	97 50	$148 83	
Net income of fund for year ending December 1, 1909, . .			$2,625 04
On hand December 1, 1909,			$69,892 67

FINE ACCOUNT.

Received from fines, etc., year ending Dec. 1, 1909,	$474 63
Transferred to Building Fund,	$474 63

INVESTMENTS.

CITY FUND (permanent):

$24,000 Newton, Mass. 4 % Registered Water Loan bonds due April 1, 1920, . . .	$24,000 00	
$1,000 Boston, Mass. 4 % Registered Public Park Loan bond due Oct. 1, 1914, . . .	1,000 00	
		$25,000 00

BUILDING FUND:

$15,000 Essex County, Mass., 4 % Building Loan bonds, due Dec. 1, 1912, . . .	$14,662 50
$15,000 Essex County, Mass., 4 % Building Loan bonds, due Dec. 1, 1913, . . .	14,662 50
$7,000 Lynn, Mass. 4 % School Loan coupon bonds, registered as to principal, due Mar. 1, 1912, ...	7,000 00
$5,000 Lynn, Mass. 4 % School Loan coupon bonds, registered as to principal, due Mar. 1, 1915, ...	5,000 00
$5,000 Lynn, Mass. 4 % School Loan coupon bonds, registered as to principal, due Mar. 1, 1916, ...	5,000 00
$2,000 Taunton, Mass. 4 % registered Sewer Loan bonds, due Dec. 1, 1928, . . .	2,000 00
$3,000 Boston, Mass. 4 % Public Park Loan, 4 % bonds, due Oct. 1, 1923, . . .	3,000 00
100 Shares Mass. Electric Co.'s preferred, .	5,600 00
30 Shares Mass. Electric Co.'s common, . .	315 00
Deposit in Salem Savings Bank, . . .	1,798 31

Deposit in Salem Five Cents Savings Bank, .	1,780 50
Deposit in Warren Five Cents Savings Bank, Peabody, ...	1,602 16
Deposit in Lynn Institution for Savings, .	1,434 31
Deposit in Lynn Five Cents Savings Bank, .	1,229 01
Deposit in Beverly Savings Bank, ...	1,355 04
Deposit in Naumkeag Trust Co., Salem, . .	3,404 38
Cash at Library, ...	48 96
	$69,892 67

City Fund Income: Deposit in Naumkeag Trust Co., Salem, ...	$33 88

Read Fund Income: Deposit in Naumkeag Trust Co., Salem, ...	$600 60

Gifts for Purchase of Books: Deposit in Naumkeag Trust Co., Salem, ...	$39 05

William P. McMullan, *Treasurer.*

Salem, December 10, 1909.

Examined and approved,

John F. Hurley,
David Pingree,
William P. McMullan,

Finance Committee.

SALEM PUBLIC LIBRARY

TRUSTEES' REPORT
1910

TWENTY-SECOND
REPORT OF THE TRUSTEES

OF THE

SALEM PUBLIC LIBRARY

SALEM, MASSACHUSETTS

DECEMBER, 1910

SALEM, MASS.
S. E. CASSINO CO., PRINTERS
1911

BOARD OF TRUSTEES AND OFFICERS

OF THE

SALEM PUBLIC LIBRARY

1911

TRUSTEES.

RUFUS D. ADAMS, MAYOR, *ex-officio.*

GEORGE R. EMMERTON,	Elected Feb. 27, 1888. Died May 22, 1888.
JAMES A. EMMERTON,	Elected Feb. 27, 1888. Died Dec. 31, 1888.
NATHANIEL A. HORTON,	Elected Feb. 27, 1888. Died Dec. 14, 1891.
CHARLES S. OSGOOD,	Elected Feb. 27, 1888. Died Aug. 20, 1897.
THOMAS F. HUNT,	Elected Feb. 27, 1888. Died Jan. 21, 1898.
GEORGE W. WILLIAMS,	Elected Feb. 27, 1888. Died May 31, 1905.
DAVID PINGREE,	Elected July 20, 1888.
JEREMIAH T. MAHONEY,	Elected April 5, 1889.
JOHN ROBINSON,	Elected Jan. 15, 1892. Resigned May, 1903.
WILLIAM P. MCMULLAN,	Elected Sept. 10, 1897.
JOHN M. RAYMOND,	Elected April 1, 1898.
MATTHEW ROBSON,	Elected Nov. 23, 1903.
ARTHUR H. PHIPPEN,	Elected Sept. 23, 1905.

PUBLIC LIBRARY

OFFICERS.

RUFUS D. ADAMS, Chairman, *ex-officio.*

ARTHUR H. PHIPPEN, Secretary.

WILLIAM P. MCMULLAN, Treasurer.

COMMITTEES.

On Administration—Messrs. MCMULLAN, ROBSON and
On Finance—Messrs. ADAMS, MCMULLAN and PINGREE
PHIPPEN.
On Books—Messrs. MAHONEY, PINGREE and RAYMOND.

LIBRARIAN.

GARDNER M. JONES.

ASSISTANTS.

CARRIE H. KINSMAN, MARY H. POLLOCK,
ELIZABETH H. MCINTYRE, EDITH S. NOBLE,

JANITOR.

JOHN F. HADLEY.

City Document No. 16.

SALEM PUBLIC LIBRARY.

TRUSTEES' REPORT.

SALEM, December 9, 1910.

To the City Council of the City of Salem:

The Trustees of the Salem Public Library, in rendering this their annual report, respectfully call your attention to the continued popularity of the Library, its inestimable value to the community and to their desire to increase its usefulness.

With your assistance the experiment of branch libraries has been tried for several months and the result is very satisfactory and justifies their continuance.

The Main Library has now entirely outgrown the capacity of the present building and the necessity of additional accommodations is imperative.

The Trustees have purchased an additional piece of land at the rear of the building and are now considering plans for an extension and hope very soon to determine upon the one best adapted to our needs.

They have also very recently purchased a lot on the corner of Lafayette Street and Ocean Avenue on which they propose to erect a branch library in the near future which shall contain an ample reading room and in every way meet the needs of the large and increasing population of that section of the city.

For the maintenance of this branch and the increased running expenses of the enlarged Main Library it will be necessary to call on your honorable body for a larger annual appropriation in the future.

Whenever funds may be available two more branch buildings should be erected, one for North Salem and one for Wards 1 and 2.

You will find annexed the reports of the Librarian and of the Treasurer for the year ending November 30, 1910.

Respectfully submitted for the Trustees,

ARTHUR H. PHIPPEN, *Secretary.*

LIBRARIAN'S REPORT, 1910.

To the Trustees of the Salem Public Library:

Gentlemen:—Owing to the special appropriation for branches the library has been able to add more books than usual during the past year, the net increase being 2,210 volumes. The Main Library now contains 52,728 volumes and the branches 1,354 volumes, a total of 54,082.

The circulation of the Main Library has fallen off, mainly, I suppose, on account of the branches. The latter have more than made good the loss so that the total circulation for 1910 amounts to 103,731 against 101,575 for 1909.

After many years of discouraging delay I am at last able to announce the opening of three branches or rather delivery stations.

As a matter of record I will give the steps by which these were at last secured.

In your annual report for 1900 you expressed the hope "that it may some time be possible to establish stations in the more distant parts of the city where books may be received and delivered on the same cards which are now in use and where a limited number of reference books may be kept available to the neighborhood." In our report for 1905 the need of delivery stations was more fully set forth, but at that time, as previously, it was felt that the city could not be asked to supply the necessary funds. In 1908 and 1909 our needs in this direction were again expressed and were urged in the Mayor's inaugurals for 1908, 1909 and 1910.

On the eighth of February of the present year the City Council passed an appropriation of $2,000 for three branches,

to be located in the Cogswell School House, North Salem, the Engine House in South Salem, and in the Phillips School House on the Common. The room in the Engine House, being over a stable, was found entirely unsuitable for library purposes and the School Committee allowed us to occupy an unused room in the Browne School House on Ropes Street. This location is still unsatisfactory as the street is dark and the entrance unattractive and it is not surprising that the circulation is much less than that of the other branches. This branch has, however, one advantage over the others in that it is not used for ward purposes and does not have to be closed on caucus and election days.

Your purchase of a lot of land on the corner of Lafayette Street and Ocean Avenue is an assurance that South Salem will, before many years, have an adequate branch library building. The other sections of the city will doubtless be provided for later.

The branches are open on two days in the week, from three to six and from seven to eight o'clock. Their popularity is shown by the large circulation which has far exceeded anticipations.

Many persons who have never used the library have taken cards and many others who have lost or ceased using their cards have had them renewed. The figures of the circulation, registration, etc., in the branches will be found, with the other statistics, at the end of this report.

Unexpectedly, and without notice to us, the appropriation of $2,000 for branch purposes was later in the year reduced to $1,795 but I have been able to keep the expenses within that amount. The payments on Branch account have been as follows: For books, $856.23; furniture, signs, and paint-

ing one room, $342.08; services of attendants and janitors, $492.34; transportation, $28.65; stationery and sundries, $75.50; total, $1,794.80.

The engagement of Mr. Charles C. Soule as expert adviser and of Mr. Clarence H. Blackall as architect, leads me to hope that some decision on building plans will soon be reached so as to relieve the inconveniences of the present Main Library building. Work has for many years been done under great disadvantages and the extra work connected with the branches has been made much more difficult by the lack of room in which to do it. With the opening of a children's room and the improvement of the rooms for adults, the use of the library is bound to greatly increase. By a rearrangement of the public rooms and the supply of a modern stack and work rooms work will be easier for the attendants, and the public will be better served.

Miss Flora Welch, who had been an efficient member of the library force since 1891, resigned on November first, to be married. For many years she had done most of the cataloging and her loss is greatly felt. Miss Edith S. Noble has been engaged as an assistant. Miss Martha T. Pond and Miss Alice R. Plummer have been placed in charge of the branches.

I wish to thank my assistants for their faithful work during the past year and the cheerfulness with which they have done the extra work caused by the opening and carrying on of the branches.

Appended are the tables of statistics of the growth and use of the library.

Respectfully submitted.

GARDNER M. JONES, *Librarian.*

SALEM, Mass., December 9, 1910.

CIRCULATION, ETC., MAIN LIBRARY.

Days the library was open	304
Volumes delivered for home use	88,952
Average daily use	293
Largest daily use (February 26)	620
Smallest daily use (July 27)	135
Average weekly use	1,711
Largest weekly use (February 28-March 5)	2,361
Smallest weekly use (July 4-9)	1,136
Volumes lost and not paid for	1
*Volumes worn out and withdrawn	663
*Mail notices for overdue books	746
*Messenger sent for overdue books	67
*New names registered during the year	1,168

*These include branches.

TOTAL CIRCULATION BY CLASSES.

Class.	Main Library.	East Branch.	North Branch.	South Branch.	Total	Per cent.
Fiction	70,019	4,179	5,697	2,920	82,815	79.84
General works	2,072	—	—	—	2,072	2.00
Philosophy	367	—	—	2	369	.35
Religion	437	—	15	3	455	.44
Sociology	1,588	—	32	48	1,668	1.61
Philology	130	—	—	—	130	.12
Science	1,352	61	85	46	1,544	1.49
Useful arts	1,778	36	39	32	1,885	1.82
Fine arts	1,412	102	96	47	1,657	1.60
Literature	2,853	96	115	198	3,262	3.14
Travels	1,977	64	116	44	2,201	2.12
Biography	2,809	93	162	100	3,164	3.05
History	2,158	119	148	85	2,510	2.42
Totals	88,952	4,750	6,505	3,525	103,732	100.00

ACCESSIONS.

Volumes in the library, Dec. 1, 1909 . .		51,872
Added by purchase, Main Library . .	1,518	
Added by purchase, branches . .	1,046	
Added by gift	310	
Total added	2,874	
Withdrawn	664	
Net gain		2,210
Volumes in the library, Nov. 30, 1910		54,082

CONTENTS OF LIBRARY, INCLUDING BRANCHES.

Class	Volumes in Library Dec. 1, 1909.	Added.	Withdrawn.	Volumes in Library Nov. 30, 1910.
Fiction . . .	11,415	1,671	560	12,526
General works . .	4,960	210	61	5,109
Philosophy . .	658	15	—	673
Religion . . .	1,822	13	—	1,835
Sociology . . .	3,925	105	6	4,024
Philology . .	322	58	2	378
Science . . .	3,152	86	1	3,237
Useful arts . .	3,640	146	5	3,781
Fine arts . . .	2,707	98	8	2,797
Literature . .	5,362	80	7	5,435
Travels . . .	3,891	121	7	4,005
Biography . .	5,267	183	3	5,447
History . . .	4,751	88	4	4,835
Totals . . .	51,872	2,874	664	54,082

BRANCH STATISTICS.

	East.	North.	South.
Date opened	May 2	Mar. 22	Apr. 20
Weeks open	30½	36½	32½
Volumes, Nov. 30, 1910	437	487	430
Circulation			
Branch books	4,750	6,505	3,525
Fiction	4,179	5,697	2,920
Non-fiction	571	808	605
Per cent. fiction	88	88	83
*Books from Main Library	873	607	513
Total circulation	5,623	7,112	4,038
Average per week	184	195	124
*New registrations	187	127	114

*Included in Main Library statistics.

Reading and Reference Rooms.

WEEK DAY USE.

Persons using reference room	4,571
Volumes delivered from circulating department	4,475

SUNDAY USE.

	Ref. Room.	Both Rooms.
Persons using rooms	825	3,708
Average use (52 Sundays)	16	71
Largest use	37	147
Smallest use	0	9

HOLIDAY USE.

Christmas Day	7	29
Washington's Birthday	29	94
Patriots' Day	8	61
Memorial Day	14	58
June Seventeenth	15	66
Fourth of July	5	34
Labor Day	2	78
Columbus Day	14	73
Thanksgiving Day	10	57

GIFTS TO THE LIBRARY.

Name of Donor.	Bound Volumes.	Pamphlets.	Perodicals.
Abbot public library, Marblehead . .		1	
Aberdeen (Scotland) public library .		1	
Acheson Oildag Co., Niagara Falls, N. Y.	1		
Adriance memorial library, Poughkeepsie, N. Y.		1	
Albany law school, Albany, N. Y. .		1	
American dramatists' club, New York .	1		
American Irish historical society, Providence, R. I.	1		
American society for judicial settlement of international disputes, Baltimore, Md.		1	
Ancient and honorable artillery company of Massachusetts, Boston .		1	
Andover theological seminary, Cambridge		1	
Arnold, Allen, Boston		1	
Ashton-under-Lyne (Eng.) public free library		1	
Association of life insurance presidents		2	
Bailey, Leonard R.	1		
Bancroft memorial library, Hopedale, Mass.		1	

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Bangor (Me.) public library		1	
Barney, Everett H., Springfield . . .		1	
Battersea (Eng.) public library . .		1	
Baylor university, Waco, Texas . . .		4	1
Beebe town library, Wakefield, Mass. .		1	
Bennett, Frank P., Lynn		1	
Berkshire athenæum, Pittsfield . . .			4
Berle, Rev. A. A., Boston		1	
Beverly public library		1	
Bigelow free public library, Clinton . .		1	
Birmingham (Eng.) free libraries . .		1	
Bodleian library, Oxford, England . .		1	
Bonney, George P.	1		
Bootle (Eng.) free library		1	
Boston association for the relief and control of tuberculosis		1	
Boston athenaeum		1	
Boston college		2	
Boston elevated railway co.		1	
Boston infirmary dept.	1		
Boston port and seamen's aid society .		1	4
Boston public library		1	4
Boston transit commission	1		
Bowdoin college, Brunswick, Me. . .		4	
Bradford (Eng.) public free libraries .		1	4
Brighton (Eng.) public library . . .		1	
Bristol (Eng.) public library		1	
Brockton public library		1	4

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Bromley (Eng.) public library . . .		1	1
Bronson library, Waterbury, Conn. . .		1	
Brookline public library		2	5
Brooklyn (N. Y.) institute of arts and sciences	1		9
Brooklyn (N. Y.) public library . .		8	4
Brown alumni monthly, Providence, R. I.	1		
Buffalo (N. Y.) public library . . .		1	
Burlington (Iowa) free public library .		2	
California state library			4
California weekly, San Francisco . .		1	
Cambridge (Eng.) university library .		1	
Cambridge (Mass.) public library . .		1	10
Cambridge bridge commission, Boston .	1		
Canterbury (N. H.) public library . .		1	
Canton public library		1	
Cardiff (Wales) public libraries . . .		2	11
Carnegie free library, Allegheny, Pa. .		3	
Carnegie free library, Braddock, Pa. .		1	
Carnegie hero fund commission, Pittsburgh, Pa.		1	
Carnegie library, Atlanta, Ga.		1	3
Carnegie library, Nashville, Tenn. . .		1	
Carnegie library, Pittsburgh, Pa. . .		1	9
Carnegie free library, Braddock, Pa. .		1	
Carus, Dr. Paul, Chicago	1		
Cary library, Lexington			1

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Catholic missions, Publishers of . . .			6
Cedar Rapids (Iowa) free public library		1	
Chicago historical society		1	
Church library assoc., Cambridge . .		1	
Cincinnati (Ohio) public library . .		1	5
Cleveland (Ohio) public library . . .			5
Colorado state agricultural college, Fort Collins, Col., ...			1
Columbia university, New York City .		1	
Concord (Mass.) free public library .		1	
Concord (N. H.) public library . . .		1	
Crockett, Edward S., Boston	1		
Croydon (Eng.) public libraries . .		1	5
Curtis, Mrs. Greeley	1	5	19
Danvers theosophical society	2		
Danville (Ill.) public library		1	
Darche, Rev. J. J. D., Manawa, Wis. .		1	
Davenport (Iowa) public library . .		1	
Dayton (Ohio) public library		1	
Debar, Joseph, Cincinnati, Ohio . . .	1		
Denver (Col.) public library		1	2
Depew, Hon. Chauncey M.		1	
Des Moines (Iowa) public library . .		2	
Detroit (Mich.) public library . . .	1	1	3
Dickerman, G. S., Hampton, Va. . .		1	
District of Columbia public library, Washington, D. C.		2	12
Donnelly, Mrs. Charles F., Roxbury .	1		

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Dover (N. H.) public library		1	2
Dryden, John F., Newark, N. J. . . .	1		
Durning-Lawrence, Sir Edwin, London	1		
Easton (Pa.) public library		2	
Elizabeth (N. J.) free public library .		1	
Enoch Pratt free library, Baltimore, Md.		2	
Equitable life assurance society, N. Y. .		1	
Equity, Publishers of			4
Essex institute		1	4
Evanston (Ill.) public library . . .		2	
Farnsworth, Edward C., Portland, Me.	1		
Field museum of natural history, Chicago, Ill.		11	
Finsbury (Eng.) public library . . .			4
Fitchburg public library		1	3
Fitz public library, Chelsea		1	
Fletcher free library, Burlington, Vt. .		1	2
Fletcher memorial library, Ludlow, Vt.		1	
Flint public library, Middleton . . .		1	
Foster, Rabbi Solomon, Newark, N. J. .		1	
Friends' free library, Germantown, Pa.		1	
Galesburg (Ill.) free public library . .		1	4
General electric co., Schenectady, N. Y.			7
General theological library, Boston . .			4
Gilbert M. Simmons library, Kenosha, Wis.		1	
Gillette, King C., Boston	1		

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Gloversville (N. Y.) free library . .		1	
Good government, Publishers of . .			12
Goodwyn institute, Memphis, Tenn. .		1	
Goodyear, Prof. Wm. H., Brooklyn . .		1	
Gordon, Hanford L., St. Paul, Minn. .	1		
Gove, Hon. W. H.	5	1	114
Grand Rapids (Mich.) public library .		2	12
Greene, Jerome D., Cambridge . . .	1		
Greenewalt, Mary H., Philadelphia, Pa.		1	
Greenfield public library		1	10
Grinnell college, Grinnell, Iowa . . .			1
Groton public library		1	
Hartford (Conn.) public library . .		1	4
Hartford (Conn.) theological seminary		1	
Harvard university library, Cambridge		1	
Havana (Cuba) bibliotheca nacional .			11
Haverhill evening gazette, Publishers of			300
Haverhill public library		1	4
Health education league, Boston . .		1	
Hebrew union college, Cincinnati, Ohio		1	
Helena (Montana) public library . .			2
Higginson, Col. Thomas W., Cambridge	1		
Hill, Hon. Henry B., Boston	11		
Hoar memorial fund trustees, Worcester	1		
Holy cross purple, Publishers of . . .			8
Holyoke public library		1	2
Home market club			12

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Hornsey (Eng.) public library . . .		1	
Hyde Park public library		1	4
Indian rights assoc., Philadelphia, Pa. .		2	
Indiana public library commission . .			4
Indiana state library			5
Indianapolis (Ind.) public library . .		1	10
Ingraham, J. F., senior, Peabody . .	1		
Intercollegiate athletic assoc. of the U. S., Middletown, Conn. . .		1	
Iowa library commission			4
Iowa state library	1		
Jacksonville (Fla.) free public library .		1	1
Jacob, Robert U., Philadelphia, Pa. . .	1		
Jeffers, Le Roy, New York City . . .		1	
Jersey City (N. J.) free public library .		1	5
John Crerar library, Chicago		3	
Johnson public library, Hackensack, N. J.			3
Joliet (Ill.) public library			4
Jones, Mrs. Gardner M.	1		
Kansas City (Mo.) public library . .			3
Kansas state manual training normal school, Pittsburg, Kan.		2	
Kimberley (South Africa) public library		1	
Laconia (N. H.) public library . .		1	
Lake Mohonk conference of friends of the Indian, etc., Mohonk Lake, N. Y.		1	

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Lake Mohonk conference on international arbitration, Mohonk Lake, N. Y.		1	
Lancaster town library		1	
Leeds (Eng.) public library		1	
Leicester public library		1	
Leland Stanford, junior, university		1	
Leyton (Eng.) public library		1	
Lincoln (Neb.) city library		1	
Liverpool (Eng.) public libraries		1	
Los Angeles (Cal.) public library		2	
Louisville (Ky.) free public library		2	
Lowell city library		2	
Lummis, Charles F., Los Angeles, Cal.		1	
Lynn park commissioners		1	
Lynn public library		1	5
McClurg, A. C. & Co., Chicago	1		
Malden public library		1	2
Manchester (Eng.) public free libraries		2	2
Manchester (N. H.) city library		1	
Manitowoc (Wis.) public library		1	
Mass. bureau of statistics	5	1	7
Mass. commission on the cost of living	1		
Mass. metropolitan water and sewerage board, Boston	1		
Mass. secretary of the Commonwealth	22	2	
Mass. state forester		2	
Mass. state library		1	

Nsme of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Mass. Audubon society, Boston . . .		1	
Mass. general hospital, Boston . . .		1	
Mass. institute of technology		1	
Mass. nautical training school, Boston .		3	
Mechanics' institute, San Francisco, Cal.		1	
Medford public library		1	1
Memorial hall library, Andover . . .		1	
Melrose public library		1	
Melvin, James C., Boston	1		
Michigan state library, Lansing, Mich.		1	
Millicent library, Fairhaven		1	5
Milton public library		1	4
Milwaukee (Wis.) public library . .		2	3
Minneapolis (Minn.) park comm. . .		1	
Minneapolis (Minn.) public library . .	1	3	
Minneapolis (Minn.) publicity club . .		1	
Moffat, R. Burnham, New York . . .	1		
Montclair (N. J.) free public library .		1	
Moon, James H., Falsington, Pa. . .	1		
Morse institute library, Natick . . .		1	
Mount Holyoke college, South Hadley .		2	
Murphy, Rev. T. J.			11
Museum of fine arts, Boston . . .		1	
National civil service reform league, New York City		1	
New Bedford free public library . . .		1	8
New Bedford textile school		1	
New church review, Publishers of . .			4

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
New Hampshire farmer, Publishers of			51
New Haven (Conn.) free public library		2	
New Orleans (La.) public library . .		1	2
New South Wales, immigration and tourist bureau, Sydney, N. S. W. .		1	
New York City, board of education . .	1		
New York civil service reform assoc. .		1	
New York general society of mechanics and tradesmen		1	
New York hospital, New York City . .		1	
New York mercantile library, New York City		2	
New York public library			25
New York society library, New York City		1	
New York state botanist		1	
New York state education department .			4
New York state library	3	11	
New York state water supply comm. .		3	
Newark (N. J.) free public library . .		3	
Newton free library		1	10
North Adams public library		1	
Northwestern university, Evanston, Ill.		1	
Nottingham (Eng.) free public libraries		1	12
Noyes, Rufus K., M.D., Boston . . .	1		
Oberlin college library, Oberlin, O. . .		1	
Ohio university, Athens, Ohio		1	
Ohio Wesleyan university, Delaware, O.		3	

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Oklahoma City (Okl.) chamber of commerce		1	
Old planters' society, Salem		5	
Oliver, Prof. Thomas E., Urbana, Ill.		1	
Omaha (Neb.) public library		1	4
Oregon, University of, Eugene, Oregon.			1
Osaka (Japan) library		1	
Osterhout free library, Wilkesbarre, Pa.		1	10
Otis library, Norwich, Conn.			5
Our dumb animals, Publishers of			12
Oxford free public library		1	
Parlin memorial library, Everett		1	
Passaic (N. J.) public library		2	
Peabody institute, Danvers		1	3
Peabody institute, Peabody		1	1
Peace society, New York city		1	
Pennsylvania free library commission			4
Pennsylvania prison society, Philadelphia, Pa.		1	
Pennsylvania society of the founders, Philadelphia, Pa.		1	
Peoria (Ill.) public library		2	4
Perkins, George H.		1	
Philadelphia academy of natural science		1	
Philadelphia apprentices library		1	
Philadelphia city institute		1	
Philadelphia free library	1	1	
Philadelphia library co.			2

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Phillips Exeter academy, Exeter, N. H.		4	
Plumb memorial library, Shelton, Conn.			9
Portland (Me.) public library		1	
Portland (Oregon) library assoc. . . .		1	9
Pratt institute free library, Brooklyn, N. Y.		3	3
Providence (R. I.) athenæum		1	
Providence (R. I.) public library . .		2	4
Queens Borough (N. Y.) public library		2	
Rantoul, Hon. Robert S.		1	
Reading (Pa.) public library		1	
Redwood library, Newport, R. I. . . .		1	
Reuben Hoar library, Littleton . . .		1	
Reynolds library, Rochester, N. Y. . .		1	
Robbins library, Arlington		1	
Robinson, John			23
Rockford (Ill.) public library		1	9
Rockville (Conn.) public library . . .			1
Rogers, Frank K., Boston	1		
Rosenberg library, Galveston, Texas .			4
Sagamore sociological conference . .		1	
St. Joseph (Mo.) public library . . .		1	1
St. Louis (Mo.) mercantile library assoc.		1	10
St. Louis (Mo.) public library . . .		2	
St. Louis (Mo.) republic		1	
St. Paul (Minn.) public library . . .		5	
Salem, City of	1		
Salem board of health		3	

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Salem commercial school			11
Salem evening news, Publishers of .			300
Salem first church of Christ Scientist .			364
Salem hospital		1	
Salem register, Publishers of . . .			52
Salem socialist club			5
San Francisco (Cal.) public library . .		1	12
Saturday evening observer, Publishers of			52
Scranton (Pa.) public library		2	4
Seattle (Wash.) public library . . .		4	
Short ballot organization, New York .		1	
Shute memorial library, Everett . . .		1	
Sioux City (Ia.) public library . . .		1	
Smithsonian institution	4	38	
Société historique franco-americaine, Boston		1	
Somerville public library		1	10
Sons of the American revolution, Washington, D. C.			1
Sons of the American revolution, Mass. society, Boston	1		
Southbridge library committee . . .		1	
Southern Pacific co., San Francisco, Cal.	1		
Spokane (Wash.) public library . .		1	
Springfield city library		1	11
Standard oil co., New York City . .		4	
Steele, Mrs. George W., Pasadena, Cal.	1		
Stone, Prof. George H.		1	

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Stone, Dr. Lincoln R., Newton . . .			78
Sturgis, Mrs. E. O. P.	1		212
Sulzer, Hon. William, Washington, D. C.		1	
Sunset, Publishers of			12
Tacoma (Wash.) public library . . .		1	
Taunton public library		1	
Temperance cause, Publishers of . .			13
Tennessee, University of, Knoxville, Tenn.		1	
Thomas Crane public library, Quincy .		1	
Thompson, Slason, Chicago	1	1	
Toledo (Ohio) public library		1	
Toronto (Can.) public library			1
Towle manufacturing co., Newburyport		1	
Trenton (N. J.) public library . . .		1	4
Trinity college, Hartford, Conn. . . .		1	
Tuftonian, publishers of			8
Tufts college		2	
Tufts library, Weymouth		1	
Tufts weekly, Publishers of . . .			34
U. S. Agriculture, Dept. of . . .		5	12
U. S. Civil Service commission . . .	1		
U. S. Commerce and Labor, Dept. of	1		
U. S. Education, Supt. of		1	12
U. S. Education, Bureau of . . .	2	9	
U S. Interstate Commerce comm. . .	1		
U. S. Library of Congress	4	14	

Name of Donor.	Bound Volumds.	Pam-phlets.	Periodi-cals.
U S. Navy dept.		1	
U S. War dept.	1	5	
Utah agricultural college, Logan, Utah .		7	
Vermont, University of, Burlington, Vt.		1	
Victoria mines dept., Melbourne, Victoria			1 map
Vivisection reform society, Chicago . .		3	
Wall, William E., Somerville . . .		1	
Waltham public library		1	11
Wandsworth (Eng.) public libraries .		2	
Warren academy of science, Warren, Pa.		1	
Washington, University of, Seattle, Washington		1	
Watertown free public library . . .		1	
Webber, H. E.	1		
Wenham public library		1	
Werber, Gustavus, M. D., Washington, D. C.		1	
Wesleyan university, Middletown, Conn.	1		4
Westborough town library		1	
Western reserve university library, Cleveland, Ohio		1	
Western theological seminary, Chicago	1	1	
Westminster (Eng.) public library . .		.1	
Weston public library		1	
Wilmington (Del.) institute free library		1	7
Winchester public library		1	2

Name of Donor.	Bound Volumes.	Pamphlets.	Periodicals.
Wisconsin free library comm. . . .		1	7
Wisconsin state historical society, Madison, Wis.	1		
Woburn public library		1	
Woman's education assoc., Lancaster .		2	
Woman's journal, Publishers of . .			52
Woods, Henry L., Boston		1	
Worcester academy, Worcester . . .		1	
Worcester free public library		2	9
Worcester polytechnic institute . . .		1	
Workington (Eng.) public library . .		1	
Yale university		3	
Yamaguchi (Japan) public library . .		1	
York (Eng.) public library		1	
Young churchman co., Milwaukee, Wis.	1	1	

Total gifts—112 bound volumes; 465 pamphlets; 1,676 numbers periodicals; 1 map.

TREASURER'S REPORT, 1910.

RECEIPTS AND EXPENDITURES.

Funds on hand December 1, 1909:			
City Fund (permanent)		$25,000 00	
Building Fund		69,892 67	
			$94,892 67
Unexpended income on hand December 1, 1909:			
City Fund income		33 88	
Read Fund income		600 60	
Gifts for purchase of books		39 05	
			673 53
			$95,566 20
RECEIPTS:			
City appropriation for 1910		$11,395 00	
City Fund income		1,000 00	
Read Fund income		600 00	
Building Fund income		2,916 93	
Wm. J. Chever bequest, balance		1,400 69	
Gifts for purchase of books		350 00	
Fines	$423 85		
Sale of catalogs	16 92		
Missing and damaged books	6 64		
Sundries	7 70	455 11	18,117 73
			$113,683 93

EXPENDITURES:		
Books, City Fund income . .	$979 75	
Read Fund income . .	622 50	
Gifts for puchase of books	328 88	
		$1,931 13
Accrued interest on bonds purchased		3 00
Paid for lot of land in rear of library building . . .		930 00
Paid for South Salem Branch Library lot		3,400 00
Paid from City Appropriation:		
Periodicals	$550 00	
Binding	770 94	
Insurance	97 50	
Repairs on building, etc. .	36 11	
Furniture and fixtures	14 64	
Fuel	303 89	
Light	737 88	
Salaries	6,051 41	
Printing catalogs and reports	127 00	
Blanks and stationery . .	186 15	
Postage and sundries . .	466 34	
Branches	1,794 80	
		11,136 66
City Appropriation unexpended		258 34

On hand December 1,1910:		
City Fund	$25,000 00	
Building Fund . . .	70,332 40	
City Fund income . .	54 13	
Read Fund income . .	578 10	
Gifts for purchase of books	60 17	
		96,024 80
		$113,683 93

CITY APPROPRIATION.

	Appropriated	Expended	Unexpended.
Salaries . . .	$6,100 00	$6,051 41	$48 59
Fuel and light . .	1,050 00	1,041 77	8 23
Repairs and furniture .	150 00	50 75	99 25
Periodicals . . .	550 00	550 00	—
Binding and printing .	1,000 00	897 94	102 06
Blanks, stationery and sundries . .	750 00	749 99	01
Branches . . .	1,795 00	1,794 80	20
	$11,395 00	$11,136 66	$258 34

CITY FUND INCOME.

On hand Dec. 1, 1909 . . .		$33 88
Received 1 year's int. to Oct. 1, 1910, on $24,000 Newton, Mass., 4 per cent. bonds . .	$960 00	
Received 1 year's int. to Oct. 1, 1910, on $1,000 Boston, Mass., 4 per cent. bonds . . .	40 00	
		$1,000 00
		$1,033 88

Expended for books . . .	979 75	
On hand Dec. 1, 1910 . . .	54 13	
		$1,033 88

READ FUND INCOME.

On hand Dec. 1, 1909 . . .	$600 60	
Received Nov. 12, 1910, from City of Salem Trust Fund Commissioners	600 00	
		$1,200 60
Expended for books . . .	$622 50	
On hand Dec. 1, 1910 . . .	578 10	
		$1,200 60

GIFTS FOR PURCHASE OF BOOKS.

On hand Dec. 1, 1909 . . .		$39 05
Received Dec. 6, 1909 . . .	$25 00	
Dec. 29, 1909 . . .	25 00	
Feb. 1, 1910 . . .	50 00	
Mar. 14, 1910 . .	50 00	
May 26, 1910 . . .	50 00	
Aug. 22, 1910 . .	50 00	
Oct. 3, 1910 . . .	50 00	
Nov. 10, 1910 . .	50 00	
		350 00
		$389 05
Expended for books . . .	$328 88	
On hand Dec. 1, 1910 . . .	60 17	
		$389 05

BUILDING FUND.

On hand Dec. 1, 1909		$69,892 67
Received June 23, 1910, balance of Wm. J. Chever bequest of $5,000—$250 with interest on deferred payments, $1,150.69		1,400 69
Received from Fine Account for year ending Dec. 1, 1910		455 11
Received income from investments for year ending Dec. 1, 1910:		
On $30,000 Essex County, Mass., 4 per cent bonds, 1 year's interest to December 1, 1910, . .	$1,200 00	
On $17,000 Lynn, Mass., 4 per cent bonds, 1 year's interest to September 1, 1910, ...	680 00	
On $2,000 Taunton, Mass., 4 per cent bonds, 1 year's interest to December 1, 1910, ...	80 00	
On $3,000 Boston, Mass., 4 per cent bonds, 1 year's interest to October 1, 1910, ...	120 00	
On 100 shares Mass. Electric Company's preferred, dividend of 1¾ per cent, due January, 1910, .	175 00	
Dividend of 2 per cent, due July 1, 1910, ...	200 00	
On deposit in Salem Savings Bank, one year to October, 1910, .	72 64	

On deposit in Salem Five Cents Savings Bank, one year to August, 1910, ...	71 92	
On deposit in Warren Five Cents Savings Bank, Peabody, one year to November, 1910, . .	64 72	
On deposit in Lynn Institution for Savings, one year to November, 1910, ...	57 92	
On deposit in Lynn Five Cents Savings Bank, one year to July, 1910, ...	49 64	
On deposit in Beverly Savings Bank, one year to October, 1910, .	54 74	
On deposit in Naumkeag Trust Co., from November 1, 1909, to November 1, 1910, . .	90 35	
	2,916 93	
Paid accrued interest for 9 days on $3,000, Maine Central R. R. 4 per cent bonds, bought October 11, 1910, ...	3 00	
Net income of fund for year ending December 1, 1910, . . .		$2,913 93
		$74,662 40

Paid for lot of land in rear of library building, ...	$930 00	
Paid for South Salem branch library lot, ...	3,400 00	
		$4,330 00
On hand December 1, 1910, .		$70,332 40

FINE ACCOUNT.

Received from fines, etc., year ending December 1, 1910, . . .	$455 11
Transferred to Building Fund, .	455 11

INVESTMENTS.

City Fund (permanent):

$24,000 Newton, Mass., 4 per cent Registered Water Loan, bonds due April 1, 1920, .	$24,000 00	
$1,000 Boston, Mass., 4 per cent Registered Public Park Loan bond, due October 1, 1914, .	$1,000 00	
		$25,000 00

Building Fund:

$15,000 Essex County, Mass. 4 per cent Building Loan bonds, due Dec. 1, 1912,	$14,662 50

$15,000 Essex County, Mass. 4 per cent Building Loan bonds, due Dec. 1, 1913,	14,662 50
$7,000 Lynn, Mass., 4 per cent School Loan coupon bonds, registered as to principal, due March 1, 1912, ...	7,000 00
$5,000 Lynn, Mass., 4 per cent School Loan coupon bonds registered as to principal, due March 1, 1915, ...	5,000 00
$5,000 Lynn, Mass., 4 per cent School Loan coupon bonds, registered as to principal, due March 1, 1916, ...	5,000 00
$2,000 Taunton, Mass., 4 per cent registered Sewer Loan bonds, due December 1, 1928,	2,000 00
$3,000 Boston, Mass., 4 per cent Public Park Loan bonds, due October 1, 1923, . .	3,000 00
$3,000 Maine Central R. R. first mortgage 4 per cent bonds, due April 1, 1912, .	2,995 50
100 shares Mass. Electric Co.'s preferred,	5,600 00
30 shares Mass. Electric Co.'s common,	315 00
Deposit in Salem Savings Banks,	1,370 95
Deposit in Salem Five Cents Savings Bank,	1,852 42
Deposit in Warren Five Cents Savings Bank, Peabody,	1,666 88
Deposit in Lynn Institution for Savings,	1,492 23
Deposit in Lynn Five Cents Savings Bank,	1,278 65
Deposit in Beverly Savings Bank,	1,409 78
Deposit in Naumkeag Trust Co., Salem,	979 88
Cash at library,	46 11
	$70,332 40

CITY FUND INCOME: Deposit in Naumkeag Trust Co., Salem, ...	$54 13
READ FUND INCOME: Deposit in Naumkeag Trust Co., Salem, ...	$578 10
GIFTS FOR PURCHASE OF BOOKS: Deposit in Naumkeag Trust Co., Salem, . . .	$60 17

WM. P. MCMULLAN, *Treasurer.*

Salem, December 9, 1910.

Examined and approved,

ARTHUR HOWARD, *Mayor,*
WM. P. MCMULLAN,
DAVID PINGREE,

Finance Committee.

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ASTOR, LENOX AND
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SALEM PUBLIC LIBRARY

TRUSTEES' REPORT
1911

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SALEM, MASSACHUSETTS

DECEMBER, 1911

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1912

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OF THE

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1912

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JAMES A. EMMERTON,	Elected Feb. 27, 1888. Died Dec. 31, 1888.
NATHANIEL A. HORTON,	Elected Feb. 27, 1888. Died Dec. 14, 1891.
CHARLES S. OSGOOD,	Elected Feb. 27, 1888. Died Aug. 20, 1897.
THOMAS F. HUNT,	Elected Feb. 27, 1888. Died Jan. 21, 1898.
GEORGE W. WILLIAMS,	Elected Feb. 27, 1888. Died May 31, 1905.
DAVID PINGREE,	Elected July 20, 1888.
JEREMIAH T. MAHONEY,	Elected Apr. 5, 1889. Died Oct. 7, 1911.
JOHN ROBINSON,	Elected Jan. 15, 1892. Resigned May, 1903.
WILLIAM P. MCMULLAN,	Elected Sept. 10, 1897.
JOHN M. RAYMOND,	Elected Apr. 1, 1898.
MATTHEW ROBSON,	Elected Nov. 23, 1903.
ARTHUR H. PHIPPEN,	Elected Sept. 23, 1905.
CHARLES F. TOWNE,	Elected Dec. 22, 1911.

OFFICERS.

RUFUS D. ADAMS, Chairman, *ex-officio.*

ARTHUR H. PHIPPEN, Secretary.

WILLIAM P. MCMULLAN, Treasurer.

COMMITTEES.

On Finance—Messrs. ADAMS, MCMULLAN and PINGREE.

On Administration—Messrs. MCMULLAN, ROBSON and PHIPPEN.

On Books—Messrs. PINGREE, RAYMOND and TOWNE.

LIBRARIAN.

GARDNER M. JONES.

ASSISTANTS.

CARRIE H. KINSMAN,
ELIZABETH H. MCINTIRE,
MARY H. POLLOCK,
HAZEL F. KING.

JANITOR.

JOHN F. HADLEY.

SALEM PUBLIC LIBRARY.

TRUSTEES' REPORT.

SALEM, December 8, 1911.

To the City Council of the City of Salem:

The Trustees of the Salem Public Library submit herewith their annual report, together with the reports of the Treasurer and of the Librarian for the year ending November 30th, 1911.

By the death of our late associate, Mr. Jeremiah T. Mahoney, we have lost an able counselor and friend and the City one of its most influential and highly respected citizens. As a member of the Board for nearly twenty-two years, he was ever zealous for the welfare of the Library and gave freely of his sound judgment and advice.

The addition to the library building has now so far progressed that we can look forward to its completion in the near future, when we shall have ample room for the increase of the Library for many years to come, a modern arrangement of the administration department with convenient, well-lighted reading rooms containing open book shelves.

Plans are being prepared for a South Branch library building which the Trustees hope to be able to build during the coming year.

Respectfully submitted,

ARTHUR H. PHIPPEN, *Secretary.*

LIBRARIAN'S REPORT, 1911.

SALEM, MASS., December 8, 1911.

To the Trustees of the Salem Public Library:

GENTLEMEN:—Since the first of May, when work was begun on the addition to the library building, the year has been one of dirt, noise, discomfort and inconvenience. Notwithstanding this, the library has been kept open with the exception of three days in early September, when it was closed on account of the cold and the delay in completing the new heating apparatus. Steam was first turned on through temporary connections with the old radiators on the afternoon of September 14.

The reference room has been closed to the public since May 15th, and all reference work is carried on in the general reading room. It has been impossible to keep the usual statistics of reference use but it is certainly much less than usual. No complaints have been received, readers doubtless realizing the difficulties under which the library is working and that they must suffer as well as the library staff.

The home use of the main library has also decreased during the past year, probably owing in part to the condition of the building and in part to the large use of the delivery stations. The plan of opening a temporary delivery room in the basement will obviate the necessity of closing the library for home use during the alterations on the old building.

The delivery stations are still showing a large use, surprisingly large, considering the short hours and the small deposits of books which can be shown at each station. When we have some real branch libraries with adequate collections of books and convenient reading rooms open every day in the week we shall doubtless attract still more readers and be able to show still larger use. The cost of the branches is divided as follows: Services of attendants and janitors, $800.82; transportation, $104; books, $252.96; binding, $92.73; sundries, $32.62; total, $1,283.13.

It will be necessary to ask the city government for increased appropriations in the future. The heating, lighting, and care of the library building will be more expensive, and the opening of a new department, a childrens' room, will call for more attendants and more books. As branch library buildings are built, more money will be needed for branch running expenses. For the coming year a special appropriation will be necessary for the initial supply of books for the childrens' room and for the South Salem branch.

I thank my assistants for the cheerfulness with which they have borne the extra work and the discomforts of the past year.

Statistics of the year's work are given in the appended tables.

Respectfully submitted,

GARDNER M. JONES, *Librarian.*

CIRCULATION, ETC., MAIN LIBRARY.

Days the library was open,	301
Volumes delivered for home use,	84,328
Average daily use,	280
Largest daily use (March 18),	507
Smallest daily use (July 6),	100
Average weekly use,	1,622
Largest weekly use (March 6-11),	2,224
Smallest weekly use (July 3-8),	1,042
Volumes lost and not paid for,	55
*Volumes worn out and withdrawn,	805
*Mail notices for overdue books,	757
*Messenger sent for overdue books,	59
*New names registered during the year,	911

*These include branches.

TOTAL CIRCULATION BY CLASSES.

Class	Main Library	East Branch	North Branch	South Branch	Total	Percent.
Fiction,	66,910	6,790	6,239	3,914	83,853	80.38
General works,	1,873	2	3	2	1,880	1.80
Philosophy,	342	14	4	1	361	.34
Religion,	392	4	13	—	409	.39
Sociology,	1,276	85	86	74	1,521	1.46
Philology,	90	1	—	—	91	.09
Science,	1,152	105	75	45	1,377	1.32
Useful arts,	1,808	94	66	31	1,999	1.92
Fine arts,	1,380	238	202	91	1,911	1.83
Literature,	2,386	115	92	161	2,754	2.64
Travels,	2,121	168	173	93	2,555	2.45
Biography,	2,511	192	144	114	2,961	2.84
History,	2,087	273	187	102	2,649	2.54
Total,	84,328	8,081	7,284	4,628	104,321	100.00

ACCESSIONS.

Volumes in the library, Dec. 1, 1910.....		54,082
Added by purchase, Main library.....	1,464	
Added by purchase, Branches,.....	249	
Added by gift, ...	201	
Total added, ...	1,914	
Withdrawn, ...	860	
Net gain, ...		1,054
Volumes in the library, Nov. 30, 1911, ...		55,136

CONTENTS OF LIBRARY, INCLUDING BRANCHES.

Class	Vols. in Library Dec. 1, '10	Added	Withdrawn	Vols. in Library Nov. 30, '11
Fiction,	12,526	954	749	12,731
General works,	5,109	149	30	5,228
Philosophy,	673	10	—	683
Religion,	1,835	22	2	1,855
Sociology,	4,024	108	11	4,121
Philology,	378	3	—	381
Science,	3,237	67	4	3,300
Useful arts,	3,781	158	14	3,925
Fine arts,	2,797	99	13	2,883
Literature,	5,435	51	5	5,481
Travels,	4,005	85	5	4,085
Biography,	5,447	144	12	5,579
History,	4,835	64	15	4,884
Totals,	54,082	1,914	860	55,136

BRANCH STATISTICS.

	East	North	South
Circulation:			
Branch Books,	8,081	7,284	4,628
Fiction,	6,790	6,239	3,914
Non-fiction,	1,291	1,045	714
Per cent. fiction,	84	86	85
*Books from Main Library,	3,433	2,126	1,895
Total circulation,	11,514	9,410	6,523
Average per week,	221	181	125
*New registrations,	144	83	102

*Included in Main Library statistics.

READING ROOM.

SUNDAY USE.

Persons using room,	3,183
Average use (52 Sundays)	61
Largest use,	207
Smallest use,	12

HOLIDAY USE.

Christmas day,	50
Washington's birthday,	64
Patriots' day,	40
Memorial day,	49
June seventeenth,	43
Fourth of July,	13
Labor day,	46
Columbus day,	52
Thanksgiving day,	64

GIFTS TO THE LIBRARY.

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Abbot public library, Marblehead,....		1	
Aberdeen (Scotland) public library,..		1	
Adams, I. William, Cold Spring-on-Hudson, N. Y.,.....	1		
Adriance memorial library, Poughkeepsie, N. Y.,.....		1	
Aetna life insurance co., Hartford, Conn., ...	1		
American assoc. for labor legislation, N. Y. City,.....		4	
American embassy assoc., N. Y. City,.	1		
American radiator co., Boston,.....	1	2	
Ancient and honorable artillery company of Mass., Boston,.....		1	
Andover theological seminary, Cambridge,..... .		1	
Argentine Republic census committee,	4		
Arrington, Mrs. D. R.,.....	285		
Ashton-under-Lyne (Eng.) public library, ...		1	
Associated charities, Salem,.....		1	
Association of life insurance presidents, N. Y.,.....		4	
Baker, Walter, and Co., Dorchester,..	1		
Bancroft memorial library, Hopedale,.		1	
Bangor (Me.) public library,.....		1	
Baylor university, Waco, Texas,.....		3	
Beebe town library, Wakefield,.....		1	
Belleville (Ill.) commercial club,.....	1		

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Benton, J. H., Boston,.....		1	
Berkshire athenæum, Pittsfield,.....			4
Beverly public library,.....		1	
Bigelow free public library, Clinton,..		1	
Birmingham (Eng.) free libraries,...		1	
Bodleian library, Oxford, Eng.,.....		1	
Boise (Idaho) high school,.....			1
Bookwalter, John W., Springfield, Ohio, ...			
Bootle (Eng.) free library,.....		1	
Boston & Maine R. R., Concord, N. H.,		1	
Boston association for the relief and control of tuberculosis,.....		1	
Boston athenæum,.....		1	
Boston college,.....		1	
Boston infirmary dept.,.....		1	
Boston Latin school association,.....	1		
Boston port and seaman's aid society,.		1	
Boston public library,.....		3	4
Boston transit commission,.....	1		
Bourne, Hon. Jonathan, Jr., Washington, D. C.,.....		9	
Bowdoin college, Brunswick, Me.,....		8	
Bradford (Eng.) public free libraries,		1	4
Bradford Duffee textile school, Fall River, ...		1	
Brighton (Eng.) public library,.....		1	
Bristol (Eng.) public library,.....		1	
Brockton public library,.....		1	4
Bromley (Eng.) public library,.....			1
Brookline public library,.....		2	4
Brooklyn (N. Y.) institute of arts and sciences, ...	1		8
Brooklyn (N. Y.) public library,....		4	4
Brown alumni monthly, Pubs. of,....			14

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Brown university library, Providence, R. I.,		3	
Buffalo (N. Y.) public library,		1	
Burlington (Iowa) free public library,		1	
California, University of, Berkeley, Cal.,		1	
California state library,		1	4
Cambridge (Eng.) university library,		1	
Cambridge (Mass.) public library,		1	10
Canton public library,		1	
Cardiff (Wales) public library,		2	7
Carnegie free library, Braddock, Pa.,		1	
Carnegie hero fund commission, Pittsburgh, Pa.,		1	
Carnegie library, Atlanta, Ga.,		1	5
Carnegie library, Nashville, Tenn.,		1	
Carnegie library, Pittsburgh, Pa.,		1	10
Carnegie public library, Bradford, Pa.,		1	
Carnegie technical schools, Pittsburgh, Pa.,		1	
Cary library, Lexington,			2
Cedar Rapids (Ia.) free public library,		1	
Charity organization dept. of the Russell Sage Foundation, N. Y.,		1	
Chelsea public library,		1	
Chicago, City of,	1	2	
Chicago historical society,		2	
Chicago public library,		6	9
Christian science publishing soc., Boston,		1	
Church library association, Cambridge,		1	
Cincinnati (Ohio) public library,		1	6
Cleveland (Ohio) public library		1	2
Concord (Mass.), free public library,		1	
Concord (N. H.) public library,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Conway, Mrs. John M.,	1		
Coolidge, Asenath C., Worcester,	2		
Cornell university library, Ithaca, N. Y.,		1	
Coté, J. Amedée,	3		
Croydon (Eng.) public libraries,		2	6
Davenport (Iowa) public library,		1	
Davis, Francis M., Covina, Cal.,	1		
Deborah Cook Sayles public library, Pawtucket, R. I.,		1	
Decatur (Ill.) public library,		1	
Depew, Hon. Chauncey M.,		1	
Detroit (Mich.) board of health,		1	
Detroit (Mich.) public library,		1	4
District of Columbia public library, Washington, D. C.,		1	11
Dover (N. H.) public library,		1	9
Dow, George Francis,		1	
Duluth (Minn.) public library,		1	
Elizabeth (N. J.) free public library,		1	
Ellis, George H., Co., Boston,	1		
England, Patent office,		2	
Enoch Pratt free library, Baltimore, Md.,		1	1
Essex institute,	4	1	4
Evanston (Ill.) public library,		1	
Farnsworth, Edward C., Portland, Me.,	1		
Farris, William B.,		3	
Felton, William S.,		1	
Field museum of natural history, Chicago, Ill.,		2	
Finsbury (Eng.) public library,			4
Fitchburg public library,		1	3
Fletcher free library, Burlington, Vt.,		1	2
Flint public library, Middleton,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Friends free library, Germantown, Pa.,		1	
Furlong, C. W., Boston,.....		1	
Galesburg (Ill.) free public library,..		1	1
General theological library, Boston,...			5
Gilbert M. Simmons library, Kenosha, Wis., ...		1	
Good government, Publishers of,.....			12
Goodell, Miss Annie,.....	1		
Gove, Hon. William H., 3 pictures,...	28	52	6
Grand Rapids (Mich.) public library,		2	13
Granite monthly, Publishers of,.....			13
Greenfield (Mass.) public library....		1	9
Grinnell college, Grinnell, Iowa,.....		1	
Groton public library,.....		1	
Hall, Mrs. Henry G.,.....	14		
Hartford (Conn.) public library,.....		1	2
Harvard university library, Cambridge,		3	
Haverhill evening gazette, Publishers of, ...			300
Haverhill public library,.....		1	1
Hebrew union college, Cincinnati, Ohio,		1	
Helena (Mont.) public library,.....			1
Hill, Henry B., Boston,.....	1		
Holy Cross purple,.....			9
Holyoke public library,.....		1	3
Home market club,.....			13
Hornsey (Eng.) public library,.....		1	
Howard memorial library, New Orleans, La.,.....		1	
Hudson-Fulton celebration commission, N. Y.,.....	2		
Hughon, Marius A., Versailles, France,		1	
Hyde Park public library,.....			2
Indian rights assoc., Philadelphia, Pa.,		1	
Indiana public library commission,...		1	4

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Indiana state library,			5
Indianapolis (Ind.) public library,		1	10
Ingraham, J. F., Senior, Peabody,	1		
Iowa library commission,			4
Islington (Eng.) public library,		1	
Jacksonville (Fla.) free public library,		1	
Janet, Charles, Voisin-Lied, pres Beauvais, France,		3	
Jersey City (N. J.) free public library,		3	6
John Crerar library, Chicago,		3	
Johnson public library, Hackensack, N. J.,			1
Joliet (Ill.) public library,			4
Jones, Gardner M.,	1		
Joseph Dixon crucible co., Jersey City, N. J.,	1		
Kelsey, Harlan P.,		3	
Kentucky library commission, Frankfort, Ky.,		1	
Kimberly (South Africa) free library,		1	
Laconia (N. H.) public library,		1	2
Lake Mohonk conference of friends of the Indian, etc., Lake Mohonk, N. Y.,		1	
Lamp, Publishers of,			7
Lancaster town library,		1	
Leicester public library,		1	
Leland Stanford junior university,		1	
Leominster public library,		1	
Lewis, J. B., Boston,	1		
Lincoln (Neb.) city library,		1	
Liverpool (Eng.) public libraries,		1	
Los Angeles (Cal.) public library,		2	
Louisville (Ky) free public library,		2	
Lowell city library,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Lynn public library,.....		1	6
Malden public library,.....		1	
Manchester (Eng.) public free libraries, ...		2	3
Manchester (N. H.) city library,....		1	
Manitowoc (Wis.) public library,....		1	
Mass. Bureau of statistics,.....	1	10	6
Mass. Metropolitan water and sewerage board, ...	1		
Mass. Secretary of the Commonwealth,	16	2	
Mass. State board of agriculture,.....		1	
Mass. State forester,.....		2	
Mass. agricultural college, Amherst,..		1	
Mass. assoc. opposed to the further extension of the suffrage to women, Boston, ...	1		
Mass. civil service reform assoc. Women's auxiliary,.....		4	
Mass. district police, ...	1		
Mass. free public library commission,.		2	
Mass. general hospital, Boston,.....		2	
Mass. institute of technology,.....		1	
Mass. nautical training school, Boston,		2	
Mass. soldiers' home, Chelsea,.....		2	
Medford public library,.....		1	1
Memorial hall library, Andover,.....		1	
Michigan state library, Lansing, Mich.,			4
Millicent library, Fairhaven,.....			9
Milton public library,.....		1	5
Milwaukee (Wis.) public library,....		1	5
Minneapolis (Minn.) Court house and City hall commissioners,.....	1		
Minneapolis (Minn.) park commissioners, ...		1	
Minneapolis (Minn.) public library,..		2	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Mitchell, E. F., South Boston,.....	1		
Montclair (N. J.) free public library,.		1	
Morse, Edward S.,.....	1		
Mount Holyoke college, South Hadley,		1	
Museum of fine arts, Boston,.....		3	
Nashville, University of, Nashville, Tenn., ...		1	
National business league of America, Chicago, ...		1	
National civil service reform league, N. Y. City,.....		1	
New Bedford free public library,.....		3	8
New Bedford textile school,.....		1	
New Brunswick (N. J.) free public library, ...		2	
New church review, Publishers of,....			4
New Hampshire farmer, Publishers of,			52
New Haven (Conn.) free public library, ...		1	
New Orleans (La.) public library,....		1	4
New York City, Park dept.,.....		1	
New York civil service reform association, ...		1	
New York general society of mechanics and tradesmen, ...		1	
New York hospital, New York City,..		1	
New York mercantile library,.....		1	
New York peace society,.....		1	
New York public library,.....		1	24
New York school of philanthropy,....			2
New York state library,.....	3	2	5
New York state water supply commission, ...	2	1	
New York sup't of schools, New York City, ...	1		

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Newark (N. J.) free public library,..		2	1
Newcastle-upon-Tyne (Eng.) public library, ...		1	
Newton free library,.....		1	10
North Adams public library,.....		1	
North American civic league for immigrants, Boston,.....		3	
Northampton public library,.....		1	
Northwestern university, Evanston, Ill.		1	
Notre Dame university, Notre Dame, Indiana, ...		1	
Nottingham (Eng.) public library,...		1	12
Oak Park (Ill.) public library,.....		1	
Oberlin college library, Oberlin, Ohio,.		1	
Ohio Wesleyan university, Delaware, Ohio, ...		1	
Omaha (Neb.) public library,.....		1	4
Oregon library commission, Salem, Oregon, ...		1	
Osaka (Japan) library,.....		1	
Osterhout free library, Wilkes-Barre, Pa., ...		1	10
Otis library, Norwich, Conn.,.....		1	13
Our dumb animals, Publishers of,....			13
Oxford (Mass.) free public library,...		1	
Paine national historical association, New York City,.....		3	
Parlin memorial library, Everett,.....		1	
Passaic (N. J.) public library,.....		1	
Paterson (N. J.) free public library,..		2	
Peabody academy of science,.....		1	
Peabody institute, Danvers,.....	1	1	3
Peabody institute, Peabody,.....		1	1
Pennsylvania, University of, Philadelphia, Pa.,.....			1

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Pennsylvania free library commission,.			1
Pennsylvania prison society, Philadelphia, Pa.,.....		1	
Peoria (Ill.) public library,.....		1	2
Philadelphia apprentices' library,.....		1	
Philadelphia commercial museum,....		1	
Philadelphia free library,.....		1	
Philadelphia library co.,.....			2
Phillips Exeter academy, Exeter, N. H.			4
Pillsbury, Albert E., Boston,.....		2	
Pittsburgh civic commission, Pittsburgh, Pa.,.....		1	
Plumb memorial library, Shelton, Conn., ...			3
Plymouth (Eng.) free public libraries,		2	
Porter, Robert P., New York City,...	1		
Portland (Me.) public library,.....		1	
Portland (Oregon) library association,		1	9
Porto Rico, Secretary of,.....	1		
Pratt institute free library, Brooklyn, N. Y.,.....		2	6
Providence (R. I.) athenæum,.....		1	
Providence (R. I.) public library,....		1	4
Queens Borough library, Long Island City, N. Y.,.....		2	
Quincy (Ill.) free public library,.....		1	3
Radcliffe college, Cambridge,.....		1	
Railway age gazette, N. Y. City,.....		1	
Railway news bureau, Chicago,.....	1		
Rantoul, Hon. Robert S.,.....	1		
Raymond, George L., N. Y. City,.....	1		
Reading (Pa.) public library,.....		1	
Redwood library, Newport, R. I.....		1	
Reuben Hoar library, Littleton,.....		1	
Reynolds library, Rochester, N. Y.,...		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Robbins, Mrs. E. Elizabeth,.....	3		
Robbins, Reginald C., Hamilton,.....	3		
Robbins library, Arlington,.....		1	
Robinson, John,.....			22
Rockford (Ill.) public library,.....		1	9
Rosenberg library, Galveston, Texas,..			5
St. Joseph (Mo.) public library,.....		1	
St. Louis (Mo.) mercantile library association, ...		1	
St. Louis (Mo.) public library, ...		1	12
Salem, City of,.....	1		
Salem, Poor dept.....		1	
Salem commercial school,.....			13
Salem evening news, Publishers of,...			300
Salem, first church of Christ scientist,.			364
Salem hospital, ...		1	
Salem register, Publishers of,.....			52
Salem woman's Christian temperance union, ...			30
Salt Lake City commercial club,.....			6
San Francisco (Cal.) mechanics institute, ...		1	
San Francisco (Cal.) public library, ..		2	11
San Francisco (Cal.) relief and red cross funds,.....	1		
Saturday evening observer, Publishers of, ...			52
Scranton (Pa.) public library,.....		1	2
Seattle (Wash.) public library,.....		2	
Shute memorial library, Everett,.....		1	
Silas Bronson library, Waterbury, Conn., ...		1	12
Simmons college, Boston,.....		1	
Smith, Mrs. A. F.,.....	2		
Smithsonian institution,.....	5	29	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Somerville public library, ...		1	9
South Omaha (Neb.) public library,..		2	
Spaulding, Rev. H. G., Brookline, ...		1	
Spokane (Wash.) public library,.....		1	
Springfield city library, ...		1	11
Standard oil co., N. Y.,.....		1	
Stevenson, W. M., Gottingen, Germany,		1	
Stillman, James W., Boston, ...		1	
Sturgis, Mrs. E. O. P.,.....			120
Suburban life, Publishers of, ...			12
Sullivan, Wm. B., ...		1	
Sunset, Publishers of,.....			10
Syracuse (N. Y.) public library,.....		1	
System co., Chicago,.....	1		
Tacoma (Wash.) public library.....		1	
Taunton public library, ...		1	
Teachers' college, Columbia university, N. Y. City, ...		1	
Temperance cause, Publishers of,....			12
Tennessee, University of, Knoxville, Tenn., ...		3	
Testimony publishing co., Chicago,..		1	
Thieret, C., Cleveland, Ohio,.....		1	
Thomas Brackett Reed memorial association, Portland, Me.,.....	1		
Thompson, Slasson, Chicago,.....		1	
Ticonderoga pulp and paper co.,.....		1	
Tipton, D. M., Wichita, Kansas,.....	1		
Toronto (Canada) public library,.....		1	
Trenton (N. J.) free public library,..		3	4
Trinity college, Hartford, Conn.,.....		1	
Trustees of public reservations, Boston, ...		2	
Tuftonian, Publishers of,.....			9
Tufts college, ...		2	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Tufts library, Weymouth,		3	
Tufts weekly, Publishers of,			26
Twentieth century co.,		1	
U. S. Agriculture, Dept. of,		4	11
U. S. Civil service commission,	1		
U. S. Commerce and labor, Dept. of,	3		
U. S. Education, Bureau of,	2	20	
U. S. Geological survey,	10		
U. S. Interstate commerce commission,	1		
U. S. Library of Congress,	3	10	
U. S. Navy dept.,	1		
U. S. Philippine commission,	1		
U. S. Supt. of documents,			12
U. S. War dept.,		6	
Utah agricultural college, Logan, Utah,		6	
Vermont, University of, Burlington, Vt.,		1	
Waltham public library,		1	6
Wandsworth (Eng.) libraries,		1	
Washington, University of, Seattle, Washington,		3	
Webber, Harry E.,	2		
Wells, Mrs. George A.,			252
Wenham public library,		2	
Wentworth institute, Boston,		1	
Wesleyan university, Middletown, Conn.,			4
Western Reserve university, Cleveland, Ohio,		1	
Westminster (Eng.) public library,		1	
Wilkes-Barre (Pa.) chamber of commerce,		2	
Wilmington (Del.) institute free library,		1	8
Winchester public library,		1	1

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Wisconsin free library commission,....			5
Wisconsin state historical society, Madison, Wis.,.....	3		
Woburn public library,.....		1	
Woman's journal, Publishers of,.....			52
Woodbury, C. J. H., Boston,.....		2	
Worcester academy, Worcester,.....		1	
Worcester free public library,.....		1	9
Worcester polytechnic institute, ...		1	
Workington (Eng.) public library,...		1	
Yale university, New Haven, Conn.,..		3	
Young churchman co., Milwaukee, Wis.,	1	1	
Y. M. C. A., Mass. and R. I.,.....			1

Total gifts: 444 bound volumes; 510 pamphlets; 2,284 periodicals; 3 pictures.

TREASURER'S REPORT

Funds on hand, December 1, 1910:			
City Fund (permanent),		$25,000 00	
Building Fund,		70,332 40	
			$95,332 40
Unexpended income on hand December 1, 1910:			
City Fund income,		$ 54 13	
Read Fund income,		578 10	
Gifts for purchase of books,		60 17	
			$692 40
			$96,024 80
RECEIPTS:			
City appropriation for 1911,		$11,000 00	
City Fund income,		1,000 00	
Read Fund income,		600 00	
Building Fund income,		2,955 98	
Nichols Fund income,		111 12	
Gifts for purchase of books,		100 00	
Fines,	$420 24		
Sale of catalogues,	9 00		
Missing and damaged books,	4 70		
Sundries,	5 92	439 86	
			$16,206 96
			$112,231 76

EXPENDITURES:

Books, City Fund income,	$1,052 17	
Read Fund income,	631 21	
Gifts for purchase of books,	160 17	
		$1,843 55

Paid for fence for lot of land in rear of library building,	$46 00
Paid for plan and legal services, South Salem Branch library lot,	40 60
Paid on account of addition to library building,	30,806 86

Paid from City Appropriation:

Periodicals,	$ 488 20	
Binding,	696 30	
Insurance,	230 00	
Repairs on building, etc.,	10 33	
Furniture and fixtures,	58 00	
Fuel,	294 69	
Light,	677 85	
Salaries,	5,889 39	
Printing catalogs and reports,	189 54	
Blanks and stationery,	138 70	
Postage and sundries,	557 51	
Branches,	1,283 13	
		$10,513 64

City Appropriation unexpended, $486 36

On hand Dec. 1, 1911:

City Fund,	$25,000 00	
Building Fund,	42,834 78	
City Fund income,	1 96	
Read Fund income,	546 89	
Nichols Fund income,	111 12	
		$68,494 75
		$112,231 76

CITY APPROPRIATION.

	Appropriated	Expended	Unexpended
Salaries,	$ 6,000 00	$5,889 39	
Fuel and light,	1,050 00	972 54	
Repairs & furniture,	200 00	68 33	
Periodicals,	550 00	488 20	
Binding & printing,	900 00	885 84	
Blanks, stationery and sundries,	800 00	926 21	
Branches,	1,500 00	1,283 13	
	$11,000 00	$10,513 64	$486 36

CITY FUND INCOME.

On hand Dec. 1, 1910,		$54 13
Received 1 year's int. to Oct. 1, 1911, on $24,000 Newton, Mass., 4% bonds,	$960 00	

Received 1 year's int. to Oct. 1, 1911, on $1,000 Boston, Mass. 4% bonds, ...	40 00	
		$1,000 00
		$1,054 13
Expended for books, ...	$1,052 17	
On hand, Dec. 1, 1911, ...	1 96	
		$1,054 13

READ FUND INCOME.

On hand Dec. 1, 1910, ...	$578 10	
Received Nov. 27, 1911 from City of Salem Trust Fund Commissioners, .	$600 00	
		$1,178 10
Expended for books, ...	$631 21	
On hand Dec. 1, 1911, ...	546 89	
		$1,178 10

GIFTS FOR PURCHASE OF BOOKS.

On hand Dec. 1, 1910, ...	$ 60 17	
Received Feb. 1, 1911,.....	100 00	
		$160 17
Expended for books, ...		$160 17

NICHOLS FUND INCOME.

Received Nov. 27, 1911, from City of Salem Trust Fund Commissioners,.....	$111 12

BUILDING FUND.

On hand Dec. 1, 1910,		$70,332 40
Received from Fine account for year ending Dec. 1, 1911,		439 86
Received income from investments for year ending Dec. 1, 1911:		
On $30,000 Essex County, Mass. 4% bonds, 1 year's interest to December 1, 1911,	$ 1,200 00	
On $7,000 Lynn, Mass. 4% bonds, interest Sept. 1, 1910, to June 8, 1911,	215 44	
On $10,000 Lynn, Mass. 4% bonds, interest Sept. 1, 1910, to July 28, 1911,	364 44	
On $3,000 Maine Central 4% bonds, interest Oct. 1, 1910, to Nov. 3, 1911,	130 70	
On $2,000 Taunton, Mass. 4% bonds, interest Dec. 1, 1910, to Nov. 13, 1911,	76 00	
On $3,000 Boston, Mass. 4%. bonds, interest Oct. 1, 1910, to Nov. 6, 1911,	132 00	
On 100 shares Mass. Electric Company's preferred, dividend of 2%, due Jan. 1, 1911,	200 00	
Dividend of 2%, due July 1, 1911,	200 00	
On deposit in Salem Savings Bank, six months to April, 1911,	27 40	

On deposit in Salem Five Cents Savings Bank, one year to Aug., 1911,	74 82	
On deposit in Warren Five Cents Savings Bank, Peabody, one year to Nov., 1911,	67 32	
On deposit in Lynn Institution for Savings, one year to Nov., 1911,	60 28	
On deposit in Lynn Five Cents Savings Bank, one year to July, 1911,	51 64	
On deposit in Beverly Savings Bank, one year to October, 1911	56 92	
On deposit in Naumkeag Trust Co., from Nov. 1, 1910, to Nov. 1, 1911,	62 02	
Premiums on bonds sold,	37 00	
Income of fund for year ending Dec. 1, 1911,		$2,955 98
		$73,728 24
Paid for fence for lot of land in rear of library building,	$46 00	
Paid for plan and legal services, South Salem Branch Library lot,	40 60	
Paid on account addition to library building,	30,806 86	
		$30,893 46
On hand Dec. 1, 1911,		$42,834 78

FINE ACCOUNT.

Received from fines, etc., year ending Dec. 1, 1911,	$439 86
Transferred to Building Fund,	439 86

INVESTMENTS.

CITY FUND (permanent)

$24,000 Newton, Mass. 4% Registered Water Loan bonds due April 1, 1920,	$24,000 00	
$1,000 Boston, Mass. 4% Registered Public Park Loan bond due Oct. 1, 1914,	1,000 00	
		$25,000 00

BUILDING FUND:

$15,000 Essex County, Mass. 4% Building Loan bonds, due Dec. 1, 1912,	$14,662 50
$15,000 Essex County, Mass. 4% Building Loan bonds due Dec. 1, 1913,	14,662 50
100 shares Mass. Electric Co's preferred,	5,600 00
30 shares Mass. Electric Co's common,	315 00
Deposit in Salem Five Cents Savings Bank,	1,927 24
Deposit in Lynn Five Cents Savings Bank,	1,330 29
Deposit in Naumkeag Trust Co., Salem,	4,280 70
Cash at library,	56 55
	$42,834 78

CITY FUND INCOME: Deposit in Naumkeag Trust Co., Salem, ... $1 96

READ FUND INCOME: Deposit in Naumkeag Trust Co., Salem, ... $546 89

NICHOLS FUND INCOME: Deposit in Naumkeag Trust Co., Salem, ... $111 12

WM. P. MCMULLAN, *Treasurer.*

Salem, December 8, 1911.

Examined and approved,

RUFUS D. ADAMS,
DAVID PINGREE,
WM. P. MCMULLAN,

Finance Committee.

THE NEW YORK PUBLIC LIBRARY
ASTOR, LENOX TILDEN FOUNDATIONS

SALEM PUBLIC LIBRARY

TRUSTEES' REPORT

1912

LNH *

TWENTY - FOURTH

REPORT OF THE TRUSTEES

OF THE

SALEM PUBLIC LIBRARY

SALEM, MASSACHUSETTS

DECEMBER, 1912

SALEM, MASS.:
NEWCOMB & GAUSS, PRINTERS
1913

BOARD OF TRUSTEES AND OFFICERS

OF THE

SALEM PUBLIC LIBRARY

1913

TRUSTEES.

JOHN F. HURLEY, Mayor, *ex-officio.*	
GEORGE R. EMMERTON,	1888-1888.
JAMES A. EMMERTON,	1888-1888.
NATHANIEL A. HORTON,	1888-1891.
CHARLES S. OSGOOD,	1888-1897.
THOMAS F. HUNT,	1888-1898.
GEORGE W. WILLIAMS,	1888-1905.
DAVID PINGREE,	1888-1912.
JEREMIAH T. MAHONEY,	1889-1911.
JOHN ROBINSON,	1892-1903.
WILLIAM P. MCMULLAN,	1897-
JOHN M. RAYMOND,	1898-
MATTHEW ROBSON,	1903-
ARTHUR H. PHIPPEN,	1905-
CHARLES F. TOWNE,	1911-1912.
FRANK W. BENSON,	1912-
JOHN J. MACK,	1912-

OFFICERS.

John F. Hurley, Chairman, *ex-officio.*

Arthur H. Phippen, Secretary.

William P. McMullan, Treasurer.

COMMITTEES.

Finance—Messrs. Hurley, McMullan and Phippen.

Administration—Messrs. McMullan, Robson and Mack.

Books—Messrs. Raymond, Phippen and Benson.

LIBRARIAN.

Gardner M. Jones.

ASSISTANTS.

Carrie H. Kinsman,
Elizabeth H. McIntire,
Mary H. Pollock,
Ruth Shattuck,
Dorothy C. Nunn,
Hazel F. King,
N. Esther Parsons,
Edith L. Trefry,
Martha T. Pond,
Alice R. Plummer.

JANITOR.

John F. Hadley.

SALEM PUBLIC LIBRARY

TRUSTEES' REPORT.

SALEM, December 13, 1912.

To the City Council of the City of Salem,

Gentlemen:

The Trustees of the Salem Public Library respectfully submit herewith their report for the year ending November 30th, 1912.

It is with much pride that the Trustees express to you their satisfaction with the enlargement and improvement of the library building which has more than fulfilled their expectations. As to the interior, Salem now has a practical and convenient modern library. While as to the exterior the orignal building and grounds have not been seriously disturbed.

The South Branch building now nearing completion we trust will commend itself to the public and be of especial benefit and pleasure to the residents of that section of the City.

The Trustees desire to acknowledge at this time your co-operation in sustaining the several branches, which help to bring the wealth of our library within easy reach of all the people.

Let us hope that by some benefactions or otherwise it may be possible in the near future to secure new buildings for the North and East Branches.

There have been two resignations from this board during the year. Mr. David Pingree, a member for nearly twenty-four years, whose very valuable services we greatly miss and Mr. Charles F. Towne, who unfortunately we had for an associate but a short time. We are fortunate in the election of Messrs. Frank W. Benson and John J. Mack to fill these vacancies.

You will find herewith the annual report of the Treasurer and also the report of the Librarian giving in detail the work of the library system for the past year.

For the Trustees,

ARTHUR H. PHIPPEN, *Secretary.*

LIBRARIAN'S REPORT.

SALEM, MASS., Dec. 13, 1912.

To the Trustees of the Salem Public Library,

GENTLEMEN :—On June first the alterations and additions to the main building were practically completed and all departments of the library were opened in their permanent location. All the adult departments are now on the first floor, the open shelf room, the reference room, the periodical room and the card catalog being all grouped around the main delivery desk. The librarian's room and the cataloging room are also on this floor and the book stack is directly in the

rear. The old reading room on the second floor is making a satisfactory children's room. A description of the building written by the librarian, the architect and the advisor was published in the Library Journal for June and separates have been printed for distribution. The total cost of the additions and changes is $57,252.47, comprising the following items:—Main contract and extras, $36,609.83, hardware, vacuum cleaner pipes, etc., $798.76, steel book stack, $13,250.00, electric fixtures and tungsten lamps, $579.35, linoleum carpet, $735.12, furniture, $1,284.67, extra insurance, $200.00, architect's and advisor's fees, $3,794.74.

The South Branch building is slowly nearing completion and will, I hope, be ready early in the coming year.

During the final alterations of the old building it was necessary to close the reading and reference rooms and the delivery room was removed to the small room in the basement. Urgent reference calls were attended to but with this exception little reference work was done from February to May.

It is doubtless owing to the unsettled condition of affairs that the statistics of use show a decrease this year but it is to be hoped that during the coming year we may return to normal conditions.

The children's room is greatly appreciated and as cold weather comes on nearly half the home circulation is being sent out from this department. The spare time of the children's librarian is mainly occupied with the making of the special card catalog of children's books but later it is hoped to secure the interest and cooperation of teachers in reference work and guidance of children's reading.

The circulation from the delivery stations is about the same as last year, the East station showing an increase, and the other two a slight decrease. The cost of operation has been as follows:—salaries, $1,137.48, books, $228.41, binding,

$149.00, transportation, $106.00, catalog cards, $60.00, sundries, $37.10, total, $1,717.99.

There has been spent for books during the year, $4,274.79. Of this amount $1,540.44 was from the funds in the hands of the trustees for new books and replacements for the main library and $228.41 was paid from the branch appropriation for books for the three delivery stations. From the city appropriation of $2,500.00 for books, 451 volumes have been bought for the children's room at a cost of $500.02, and 1,675 volumes for the South Branch at a cost of $2,005.92. The total number of books accessioned this year is 3,596 volumes as compared with 1914 in 1911. On November 30 there were 57,951 volumes in the library besides 177 volumes for the South Branch not yet accessioned.

The current cataloging work has been kept up as usual. The Library of Congress printed cards are used so far as possible and the two new catalogs will be mainly composed of these printed cards. A branch shelf list on printed cards is is being made in duplicate, one copy to be kept at the main library and one at the branch.

For the two new positions requiring trained assistants graduates of Simmons college have been engaged and are giving satisfactory service. Miss Ruth A. Shattuck, the children's librarian, began work on April 16 and Miss Dorothy C. Nunn, the South Branch librarian, on September 1. The latter is busily occupied in accessioning, shelf-listing and cataloging the books for the branch. The card catalog will probably not be entirely completed when the building is opened but the books will all be accessioned and shelf-listed and available for use at that time.

Appended are detailed statistics of the growth and use of the library.

Respectfully submitted,
GARDNER M. JONES, *Librarian.*

CIRCULATION, ETC., MAIN LIBRARY.

Days the library was open,	305
Volumes delivered for home use,	72,925
Average daily use,	239
Largest daily use (Nov. 30),	465
Smallest daily use (May 8),	116
Average weekly use,	1,402
Largest weekly use (Jan. 29-Feb. 3),	1,782
Smallest weekly use (July 1-6),	943
Volumes lost and not paid for,	10
*Volumes worn out and withdrawn,	777
*Mail notices for overdue books,	745
*Messengers sent for overdue books,	59
*New names registered during the year,	984

TOTAL CIRCULATION BY CLASSES.

Class	Adult main lib.	Children's room	East branch	North branch	South branch	Total	Per cent.
Fiction,	45,939	11,787	8,508	4,730	3,590	74,554	80.44
General works,	1,142	655	89	90	20	1,996	2.15
Philosophy,	344		18	3		365	.39
Religion,	302	52	7	4		365	.39
Sociology,	1,194	287	98	39	82	1,700	1.84
Philology,	82			1		83	.09
Science,	833	100	126	60	52	1,171	1.26
Useful arts,	1,567	49	90	47	33	1,786	1.93
Fine arts,	1,155	180	276	162	91	1,864	2.01
Literature,	1,923	140	129	56	184	2,432	2.63
Travels,	1,653	121	145	117	76	2,112	2.28
Biography,	1,637	208	202	81	108	2,236	2.41
History,	1,259	316	242	117	89	2,023	2.18
Totals,	59,030	13,895	9,930	5,507	4,325	92,687	100.00

*These include branches.

ACCESSIONS.

Volumes in the library, Dec. 1, 1911 . .		55,136
Added by purchase, Main library, . .	1,680	
Added by purchase, Branches,* . . .	1,701	
Added by gift, ...	215	
Total added, ...	3,596	
Withdrawn, ...	781	
Net gain, ...		2,815
Volumes in the library, Nov. 30, 1912 .		57,951

CONTENTS OF LIBRARY, INCLUDING BRANCHES.

Class	Vols. in Library Dec. 1, '11	Added	Withdrawn	Vols. in Library Nov. 30, '12
Fiction	12,731	1,745	618	13,858
General works,	5,228	128	51	5,305
Philosophy,	683	22		705
Religion,	1,855	30	1	1,884
Sociology,	4,121	184	18	4,287
Philology,	381	13	3	391
Science,	3,300	150	6	3,444
Useful arts,	3,925	186	8	4,103
Fine arts,	2,883	175	13	3,045
Literature,	5,481	315	12	5,784
Travels,	4,085	215	18	4,282
Biography,	5,579	193	8	5,764
History,	4,884	240	25	5,099
Totals,	55,136	3,596	781	57,951

*1498 volumes are for the new South Branch.

BRANCH STATISTICS.

	East	North	South
Circulation:			
Branch books,	9,930	5,507	4,325
Fiction,	8,508	4,730	3,590
Non-fiction,	1,422	777	735
Per cent. fiction,	86	86	83
*Books from Main Library,	3,973	2,588	1,744
Total circulation,	13,903	8,095	6,069
Average per week,	267	156	117
*New registrations,	158	58	75

*Included in Main library statistics.

GIFTS TO THE LIBRARY.

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Abbot public library, Marblehead,		1	
Aberdeen (Scotland) public library,		1	
Academy of natural sciences, Philadelphia, Pa.,		1	
Adriance memorial library, Poughkeepsie, N. Y.,		1	
American assoc. of life insurance examiners, N. Y. city,		1	
American canal assoc., N. Y. city,		1	
American historical assoc., Washington, D. C.,	1		
American Irish historical society, N. Y. City,	2		
American medical assoc., Dayton, Ohio,		1	
American school peace league,		3	
American telephone & telegraph Co., N. Y. City,		1	
Amherst college, Amherst, Mass.,		1	
Andover-Harvard theological library, Cambridge,		1	
Andover memorial hall library,		1	
Andrew A. Pratt, Washington, D. C.,		1	
Ashton-under-Lyne (Eng.), public free library,		1	
Association of life insurance presidents, N. Y. City,		3	
Automobile board of trade, N. Y. City,	1		
Bancroft memorial library, Hopedale,		1	
Bates college, Lewiston, Maine,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Battersea (Eng.) public library,		1	
Baylor university, Waco, Texas,		4	
Berkshire Athenæum, Pittsfield,			4
Beverly public library,		1	7
Bigelow free public library, Clinton,		1	
Birmingham (Eng.) free libraries,		1	
Blake, Francis, Weston, Mass.,	1		
Blumner, Samuel, New York City,		2	
Bodleian library, Oxford, Eng.,		1	
Bootle (Eng.) free library,		1	
Boston assoc. for relief and control of tuberculosis,		1	
Boston athenæum,		1	
Boston infirmary dept.,	1		
Boston port and seamen's aid society,		1	
Boston public library,	1	1	3
Boston school committee,		1	
Boston transit commission,	1		
Boston university,		1	
Bowdoin college, Brunswick, Maine,	1	3	
Bradford Duffee textile school, Fall River,		1	
Bradford (Eng.) libraries,		1	2
Brighton (Eng.) public library,		1	
Brockton public library,		1	4
Bronson library, Waterbury, Conn.,		1	
Brookline public library,		1	5
Brooklyn institute of arts and sciences,			7
Brooklyn, N. Y., public library,		3	3
Brown alumni monthly, Pubs. of,			10
Brown university, Providence, R. I.,		2	
Bryn Mawr college,		2	
Buffalo (N. Y.) public library,		1	
Burlington (Iowa) free public library,		1	1
California state library,			4

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Cambridge (Eng.) university library,		1	
Cambridge (Mass.) public library,		1	10
Canton public library,		1	
Cardiff (Wales) public libraries,		1	5
Carnegie endowment for international peace, Washington, D. C.,		1	
Carnegie free library, Braddock, Pa.,		1	
Carnegie hero fund commission, Pittsburg, Pa.,		1	
Carnegie library, Atlanta, Ga.,		1	5
Carnegie library, Nashville, Tenn.,		1	
Carnegie library, Pittsburg, Pa.,		1	10
Carnegie technical schools, Pittsburg, Pa.,		1	
Cary library, Lexington,		2	
Cedar Rapids (Ia.) free public library,		1	
Chelsea public library,		1	
Chicago, City of,	1		
Chicago, University of,		4	
Chicago commercial club,		2	
Chicago historical society,		1	
Chicago public library,			9
Church library assoc., Cambridge,		1	
Cincinnati (Ohio) public library,			6
Clark university, Worcester,		2	
Cleveland (Ohio) public library,		5	5
Colby college, Waterville, Me.,		1	
Colorado state agricultural college, Fort Collins, Col.,	2	1	
Columbia university, N. Y. City,		2	
Commercial museum, Philadelphia, Pa.,		1	
Concord (Mass.) free public library,		1	
Concord (N. H.) public library,		1	
Cornell university library, Ithaca, N. Y.		1	
Crapo, H. H., New Bedford,	2		

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Creesy, George W.,	11		
Croydon (Eng.), public libraries,		1	5
Dallas (Texas) public library,		1	
Dartmouth college, Hanover, N. H.,		1	
Davenport (Iowa) public library,		1	
Dayton (Ohio) public library,		1	
Deborah Cook Sayles public library, Pawtucket, R. I.,		1	
Dennett, A. H.,			48
Detroit (Mich.) board of health,		1	
Detroit (Mich.) public library,			4
District of Columbia public library, Washington, D. C.,		2	13
Doubleday, Page & Co., Garden City, N. Y.,	1		
Dover (N. H.), public library,		2	2
Drexel institute, Philadelphia, Pa.,		1	
Dubuque (Iowa) industrial corporation,		1	
Durning-Lawrence, Sir Edwin, London, Eng.,		1	
Elizabeth (N. J.) free public library,		2	
England, patent office,		5	
Enoch Pratt free library, Baltimore, Md.,		1	1
Erie (Penn.) public library,		1	
Essex bar association,	1		
Essex institute,	1	3	3
Field museum of natural history, Chicago, Ill.,		9	
Finsbury (Eng.) public library,			3
Fitchburg public library,		1	2
Fletcher free library, Burlington, Vt.,		1	2
Flint public library, Middleton,		1	
Forbes library, Northampton,		1	
Fordham, Sir Herbert, George, Eng.,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Free speech league, N. Y. City,		1	
Friends free library, Germantown, Pa.,		1	
Galesburg (Ill.) free public library,		1	
Gary (Indiana), City of,	1		
Gates, Frederick T., N. Y. City,		1	
General theological library, Boston,			4
Georgetown college, Wash., D. C.,		1	
Good government, Publishers of,			12
Gove, Hon. William H.,	9	2	
Grand Rapids (Mich.) public library,		2	12
Granite monthly, Publishers of,			5
Greenfield free public library,		1	11
Groton public library,		1	
Groves, Rt. Rev. Anson R., Coronado, Cal.,	1		
Hartford (Conn.) public library,		1	3
Hartford (Conn.) theological seminary,		1	
Harvard university library, Cambridge,		1	
Haverhill evening gazette, Publishers of,			300
Haverhill public library,		1	6
Hebrew union college, Cincinnati, Ohio,		3	
Helena (Montana) public library,			1
Holy Cross purple, Publishers of,			9
Home market club,			11
Hornsey (Eng.) public library,		1	
Hunt, Mrs. A. J.,	18		
Huntington, Dr. Harwood, N. Y. City,	1		
Illinois, University of, Urbana, Ill.,		1	
Illuminating engineering society, N. Y. City,		1	
Indian rights assoc. Philadelphia, Pa.,		1	
Indiana public library commission,			4
Indiana state library,			5
Indianapolis (Ind.) public library,			10

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Interstate commerce commission,	1	1	
Iowa library commission,			4
Jacksonville (Florida) public library,		1	
Jersey City (N. J.) free public library,			1
John Crerar library, Chicago, Ill.,		1	
Johns Hopkins university, Baltimore, Md.,		1	
Johnson public library, Hackensack, N. J.,			7
Joliet (Ill.) public library,			4
Jones, Gardner M.,	1		
Jones, Mrs. Gardner M.,	1		
Kansas state agricultural college,		1	
Kansas state manual training normal School, Pittsburg, Kansas,		2	
Kentucky library commission, Frankfort, Ky.,		1	
Koch, Theodore W., Ann Arbor, Mich.		1	
Koehler, Ernest A., San Antonio, Texas,		2	
Kyser, W. H.	2		397
Lake Mohonk conference of friends of the Indian, etc., Mohonk Lake, N. Y.,		1	
Lancaster town library,		1	
Langah, David, St. Louis, Mo.,		4	
Lawrence, Dr. Robert M., Boston,		1	
Leeds (Eng.) public library,		1	
Leland Stanford junior university,		1	
Leominster public library,		1	
Lichtenstein, G., Richmond, Va.,		1	
Lincoln (Neb.) city library,		1	
Liverpool (Eng.) public library,		1	
Los Angeles (Cal.) public library,		1	
Louisville (Ky.) free public library,		1	
Lowell textile school,		2	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Lund, Mrs. M. J.,	2		
Lusk, William Thompson, Children of, New York City,	1		
Lynn public library,		1	6
McClurg, A. C., and Co., Chicago,		1	
Madison (Wis.) free library,		1	
Maine, University of, Orono, Me.,		4	
Malden public library,			1
Manchester (Eng.) public free libraries,		1	2
Manchester (N. H.) city library,		1	
Manitowoc (Wis.) public library,		1	
Manufacturers record, Baltimore, Md.,		1	
Marks, L. B., N. Y. City,		1	
Mass. Bureau of statistics,	1	6	8
Mass. Education board,		1	
Mass. Metropolitan water and sewerage board,	1		
Mass. Secretary of the Commonwealth,	16	2	
Mass. State board of agriculture,	3		
Mass. state forester,		2	
Mass. trustees of public reservations,		1	
Mass. agricultural college, Amherst.		3	1
Mass. civil service reform auxiliary, Boston,		4	
Mass. college of pharmacy,		1	
Mass. conference on tuberculosis, Boston,		1	
Mass. free public library commission,		3	
Mass. general hospital, Boston,		2	
Mass. institution of technology,		2	
Mass. nautical training school, Boston,		1	
Mechanics institute, San Francisco, Cal.		1	
Medford public library,		1	1
Michigan, University of, Ann Arbor, Mich.,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Michigan library commission, Lansing, Mich.,		1	
Michigan state board of library commissioners,		1	
Michigan state library, Lansing, Mich.		1	4
Middlebury college, Middlebury, Vt.,		2	
Millicent library, Fairhaven,		1	9
Milton public library,		1	4
Milwaukee (Wis.) public library,		1	4
Minneapolis (Minn.), City of,	2		
Montclair (N. J.) free public library,		1	
Morse institute library, Natick,		2	
Mount Holyoke college, South Hadley,		1	
Murphy, Rev. T. J.,			5
Murray, Daniel, Washington, D. C.,	1		
Museum of fine arts, Boston,		4	
National association for the advancement of the colored people, N. Y. City,	1		
National association of wool manufacturers, Boston,		1	
National civil service reform league, N. Y. City,		1	
National lumber manufacturers' assoc., Chicago, Ill.,		1	
National religious training school, Durham, N. C.,		2	
New Bedford free public library,		1	10
New Brunswick (N. J.) free public library,		1	
New church review, Publishers of,			4
New Hampshire farmer, Publishers of,			52
New Hampshire state library,			4
New Haven (Conn.) free public library.		2	
New Haven (Conn.) hospital,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
New Orleans (La.) public library,		1	5
New York City, Dept. of education,		2	
New York City, supt. of schools,	1		
New York civil service reform assoc. N. Y. City,		2	
New York general society of merchants and tradesmen,		1	
New York hospital, N. Y. City,		1	
New York mercantile library,		1	
New York public library,		1	23
New York school of philanthropy,			6
New York state library,		2	3
New York state library school,		1	
Newark (N. J.) free public library,		1	
Newcastle-upon-Tyne (Eng.) public library,		1	
Newton free library,		1	12
Norfolk (Va.) industrial commission,		1	
North Adams public library,		1	
Northampton public library,		1	
Norwich (Eng.) public library,		2	7
Nottingham (Eng.) public library,		1	11
Oak Park (Ill.) public library,		1	
Ohio Wesleyan university, Delaware, Ohio,		2	
Omaha (Neb.) public library,			3
Oregon library commission, Salem, Oregon,			4
Osaka (Japan) library,		1	
Osterhout free library, Wilkes-Barre, Pa.,		1	10
Otis library, Norwich, Conn.,			9
Ottawa (Canada) free library,			1
Our dumb animals, Publishers of,			12
Oxford (Mass.) free public library,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Parker, Mrs. W. T., Northampton,	1		
Parlin memorial library, Everett,		1	
Passaic (N. J.) public library,		3	
Paterson (N. J.) free public library,		1	
Peabody academy of science,	1		
Peabody institute, Danvers,		1	2
Peabody institute, Peabody,		1	1
Pearsons, Daniel K., Hinsdale, Ill.,	1		
Pennsylvania free library commission,			3
Peoria (Ill.) public library,		1	2
Pew, Gen. William A., jr.,		1	
Philadelphia apprentices' library,		1	
Philadelphia commercial museum,		2	
Philadelphia free library,		1	
Philadelphia library co.,			2
Phillips Exeter academy, Exeter, N. H.		3	
Plumb memorial library, Shelton, Conn.		1	8
Portland (Oregon) library association,		1	9
Pratt institute free library, Brooklyn, N. Y.,			4
Princeton university, Princeton, N. J.,		1	
Providence (R. I.) athenæum,		3	
Providence (R. I.) public library,		1	4
Prudential insurance company of America, Newark, N. J.,	1		
Queens Borough library, Long Island City, N. Y.,		1	
Radcliffe college, Cambridge,		4	
Reading (Pa.) public library,		1	
Redwood library, Newport, R. I.,		1	
Reuben Hoar library, Littleton,		1	
Reynolds library, Rochester, N. Y.,		1	
Robbins, Reginald C., Hamilton,	1		
Robbins library, Arlington,		1	
Robinson, John,			24

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Rockford (Ill.) public library,		1	8
Rosenberg library, Galveston, Texas,			5
St. Joseph (Mo.) public library,		3	
St. Louis mercantile library,		1	
St. Louis (Mo.) public library,		2	10
Salem, City of,	1		
Salem commercial school,			12
Salem evening news, Publishers of,			300
Salem first church of Christ scientist,			364
Salem hospital,		1	
Salem register, Publishers of,			52
Salem woman's Christian temperance union,			28
San Francisco (Cal.) public library,		2	12
Saturday evening observer, Publishers of,			52
Saunders, Miss Mary T.,	24		
Scranton (Pa.) public library,		1	2
Shute memorial library, Everett,		1	
Silas Bronson library, Waterbury, Conn.			6
Simmons college, Boston,		6	
Smith, Dr. R. Kendrick, Boston,	1		
Smith college, Northampton,		1	
Smithsonian institution,	4	54	
Somerville board of trade,	1		
Somerville public library,		5	5
South Omaha (Neb.) public library,		1	
Southbridge library committee,		1	
Southern Pacific company, San Francisco, Cal.,		1	
Spies public library, Menominee, Mich.		2	
Spofford, Mrs. Harriet Prescott, Boston,	1		
Spokane (Wash.) public library,		1	
Springfield city library,		1	11
State street trust company, Boston,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Sunset, Publishers of,			5
Superior (Wis.) public library,		1	
Tacoma (Wash.) commercial club,	1		
Tacoma (Wash.) public library,		1	
Tariff league, N. Y. City,		1	
Temperance cause, Publishers of,			12
Toledo (Ohio) public library,		1	
Toronto (Canada) public library,		1	
Trenton (N. J.) chamber of commerce,		1	
Trenton (N. J.) free public library,			5
Trinity college, Hartford, Conn.,		1	
Tufts college,		2	
Two states, Publishers of,			6
United shoe machinery co., Boston,		1	
U. S. Agriculture, Dept. of,		3	12
U. S. Census bureau,		3	
U. S. Civil service commission,	1		
U. S. Commerce and labor, Dept. of,	1		
U. S. Education, Bureau of,	2	27	8
U. S. Geological survey,	1		
U. S. Interior dept.,		17	
U. S. Interstate commerce commission.	1	4	
U. S. Library of Congress,	3	4	
U. S. Navy dept.,	1		
U. S. Supt. of documents,			12
U. S. War dept.,	1	3	
U. S. military academy, West Point. N. Y.,		1	
U. S. naval academy, Annapolis, Md.		11	
Utah agricultural college, Logan, Utah,		4	
Utica (N. Y.) public library,		1	
Vassar college, Poughkeepsie, N. Y.,		1	
Vermont, University of, Burlington, Vt.,		1	
Wakefield public library,		1	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Waltham public library,		1	8
Wandsworth (Eng.) public libraries,		1	
Washington, University of, Seattle, Wash.,		2	
Watertown public library,		1	
Webber, Harry E.,			30
Wellesley college,		1	
Werber, Gustavus, Washington, D. C.,		1	
Wesleyan university, Middletown, Conn.,		1	3
Westborough town library,		1	
Western Reserve university, Cleveland, Ohio,		1	
Western theological seminary, Chicago, Ill.,		1	
Westminster (Eng.) public library,		1	
Williams college library, Williamstown,		2	
Wilmington (Del.) institute free library,		1	4
Winchester public library,		1	2
Wisconsin free library commission,			1
Wisconsin state historical society, Madison, Wis.,	1		
Woburn public library,		1	
Wolcott, Samuel F.,	1		
Woman's journal, Publishers of,			52
Worcester free public library,		2	9
Worcester polytechnic institute,		1	
Workington (Eng.) public library,		1	
Workmen's compensation service and information bureau, N. Y. City,		1	
Wright, Benjamin C., San Francisco, Cal.,	1		
Yale forest school, New Haven, Conn.,		1	
Yale university, New Haven, Conn.,		3	

Name of Donor.	Bound volumes	Pamphlets	Periodicals
Yamaguchi (Japan) public library, .		1	
York (Eng.) public library, . .		2	
Zimmerman, Rev. L. M., Baltimore, Md., ...	1		
Unknown, ...		1	33

Total gifts: Bound volumes, 145; Pamphlets, 520; Periodicals, 2344.

TREASURER'S REPORT.

Funds on hand December 1, 1911:			
City Fund (permanent), .		$25,000 00	
Building Fund, . . .		42,834 78	
			$67,834 78
Unexpended income on hand December 1, 1911:			
City Fund income, . .		$ 1 96	
Read Fund income, . .		546 89	
Nichols Fund income, . .		111 12	
			$659 97
			$68,494 75
Receipts:			
City appropriation for 1912, .		$15,500 00	
City Fund income, . .		1,000 00	
Read Fund income, . .		600 00	
Building Fund income, . .		1,710 62	
Nichols Fund income, . .		200 00	
Fines, ...	$358 72		
Sale of catalogues,	3 35		
Sale of duplicates, .	40 25		
Missing and damaged books, . .	4 72		
Sundries, . .	14 18		
		$421 22	
			$19,431 84
			$87,926 59

EXPENDITURES:

Books, City Fund income,	$839 65	
Read Fund income,	551 61	
Nichols Fund income,	149 18	
		$1,540 44
Paid for plot plan, South Salem Branch library lot,		7 50
Paid on account addition to library building,		26,445 61
Paid on account South Branch library building,		9,007 81

Paid from City appropriation:

Periodicals,	$492 41	
Binding,	771 98	
Insurance,	517 75	
Repairs on building, etc.	130 81	
Furniture and fixtures,	148 75	
Fuel,	612 98	
Light,	465 17	
Salaries,	6,638 71	
Printing catalogues and reports,	164 50	
Blanks and stationery,	237 99	
Postage and sundries,	894 03	
Branches,	1,717 99	
Books,	2,505 94	
		$15,299 01
City appropriation unexpended,		200 99

On hand December 1, 1912:		
City Fund, ...	$25,000 00	
Building Fund, . . .	9,505 70	
City Fund income, . .	162 31	
Read Fund income, . .	595 28	
Nichols Fund income, . .	161 94	
		$35,425 23
		$87,926 59

CITY APPROPRIATION.

	Appropriation.	Expended.	Unexpended.
Salaries, . .	$7,000 00	$6,638 71	
Fuel and light, .	1,150 00	1,078 15	
Repairs and furniture,	350 00	279 56	
Periodicals, .	500 00	492 41	
Binding and printing,	900 00	936 48	
Blanks, stationery and sundries. .	1,350 00	1,649 77	
Branches, . .	1,750 00	1,717 99	
Books, . . .	2,500 00	2,505 94	
	$15,500 00	$15,299 01	$200 99

CITY FUND INCOME.

On hand December 1, 1911, .		$1 96
Received 1 year's int. to Oct. 1, 1912 on $24,000 Newton, Mass. 4 % bonds, ...	$960 00	

Received 1 year's int. to Oct. 1, 1912 on $1,000 Boston, Mass. 4 % bonds, ...	40 00	
		$1,000 00
		$1,001 96
Expended for books, . .	$839 65	
On hand Dec. 1, 1912, . . .	162 31	
		$1,001 96

READ FUND INCOME.

On hand December 1, 1911, .	$546 89	
Received Nov. 9, 1912, from City of Salem Trust Fund Commissioners, ...	600 00	
		$1,146 89
Expended for books, . .	551 61	
On hand Dec. 1, 1912, . . .	595 28	
		$1,146 89

NICHOLS FUND INCOME.

On hand December 1, 1911, .	$111 12	
Received Nov. 9, 1912, from City of Salem Trust Fund Commissioners, ...	200 00	
		$311 12
Expended for books, . .	149 18	
On hand December 1, 1912, .	161 94	
		$311 12

BUILDING FUND.

On hand December 1, 1911, .		$42,834 78
Received from Fine account for year ending Dec. 1, 1912, .		421 22
Received income from investments for year ending Dec. 1, 1912:		
On $15,000 Essex County, Mass. 4% bonds, due 1912, interest Dec. 1-3, 1911, 3 days, . .	$5 00	
On $15,000 Essex County, Mass. 4% bonds, due 1913, interest Dec. 1, 1911, to Sept. 16, 1912, 9 mos. 15 days, . . .	475 00	
On 100 shares Mass. Electric Company's preferred, dividend of 2% due Jan. 1, 1912, . .	200 00	
Dividend of 2% due July 1, 1912, ...	200 00	
On deposit in Salem Five Cents Savings Bank one year to Aug. 1912, ...	77 84	
On deposit in Lynn Five Cents Savings Bank, one year to July, 1912, ...	53 72	
On deposit in Naumkeag Trust Co. from Nov. 1, 1911 to Nov. 1, 1912, ...	155 31	
Premiums on Essex County bonds sold, ...	543 75	
Income of fund for year ending Dec. 1, 1912, . . .		1,710 62
		$44,966 62

Paid for plot plan South Branch Library lot, ...	$ 7 50	
Paid on account addition to library building, ...	26,445 61	
Paid on account South Branch Library building, . . .	9,007 81	
		$35,460 92
On hand Dec. 1, 1912, ...		9,505 70
		$44,966 62

FINE ACCOUNT.

Received from fines, etc. year ending Dec. 1, 1912, . . .	$421 22
Transferred to Building Fund, .	421 22

INVESTMENTS.

CITY FUND (permanent):

$24,000 Newton, Mass. 4% Registered Water Loan bonds due April 1, 1920, . . .	$24,000 00	
$1,000 Boston, Mass. 4% Registered Public Park Loan bond due Oct. 1, 1914, . .	1,000 00	
		$25,000 00

BUILDING FUND:

117 shares Mass. Electric Co.'s preferred, .	$5,543 12
30 shares Mass. Electric Co.'s common, .	315 00
Deposit in Salem Five Cents Savings Bank, .	2,005 08
Deposit in Lynn Five Cents Savings Bank, .	1,384 01
Deposit in Naumkeag Trust Co., Salem, .	197 05
Cash at library, ...	61 44
	$9,505 70

City Fund Income:	Deposit in Naumkeag Trust Co., Salem, ...	$162 31
Read Fund Income:	Deposit in Naumkeag Trust Co., Salem, ...	$595 28
Nichols Fund Income:	Deposit in Naumkeag Trust Co., Salem, ...	$161 94

William P. McMullan, *Treasurer.*

Salem, December 13, 1912.

Examined and approved,

Rufus D. Adams,
Arthur H. Phippen,
William P. McMullan,
Finance Committee.

SALEM PUBLIC LIBRARY

TRUSTEES' REPORT

1913

*HND

TWENTY-FIFTH
REPORT OF THE TRUSTEES
OF THE
SALEM PUBLIC LIBRARY

SALEM, MASSACHUSETTS

JANUARY, 1914

SALEM, MASS.:
NEWCOMB & GAUSS, PRINTERS
1914

BOARD OF TRUSTEES AND OFFICERS

OF THE

SALEM PUBLIC LIBRARY

1914

TRUSTEES.

JOHN F. HURLEY, Mayor, *ex-officio.*	
GEORGE R. EMMERTON,	1888-1888.
JAMES A. EMMERTON,	1888-1888.
NATHANIEL A. HORTON,	1888-1891.
CHARLES S. OSGOOD,	1888-1897.
THOMAS F. HUNT,	1888-1898.
GEORGE W. WILLIAMS,	1888-1905.
DAVID PINGREE,	1888-1912.
JEREMIAH T. MAHONEY,	1889-1911.
JOHN ROBINSON,	1892-1903.
WILLIAM P. MCMULLAN,	1897-
JOHN M. RAYMOND,	1898-
MATTHEW ROBSON,	1903-
ARTHUR H. PHIPPEN,	1905-
CHARLES F. TOWNE,	1911-1912.
FRANK W. BENSON,	1912-
JOHN J. MACK,	1912-

OFFICERS.

JOHN F. HURLEY, Chairman, *ex-officio.*

ARTHUR H. PHIPPEN, Secretary and Treasurer.

COMMITTEES.

Finance—Messrs. HURLEY, PHIPPEN and MACK.

Administration—Messrs. MCMULLAN, ROBSON and MACK.

Books—Messrs. RAYMOND, PHIPPEN and BENSON.

LIBRARIAN.

GARDNER M. JONES.

ASSISTANTS.

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ELIZABETH H. MCINTIRE,
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RUTH SHATTUCK,
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MILDRED E. SYMONDS,
MARTHA T. POND,
ALICE R. PLUMMER.

JANITOR.

JOHN F. HADLEY.

Salem Public Library.

Trustees' Report.

SALEM, January 8, 1914.

To the City Council of the City of Salem,

Gentlemen:—

The Trustees of the Salem Public Library respectfully submit herewith their annual report.

The use of the library since rebuilding has proven it to be well adapted to our needs. It serves mainly, however, the section of the city in which it is located, demonstrating the wisdom of establishing branches through which the books may now reach more of the people. In further proof of this we have only to note the increase of circulation through the South Branch since the completion of the new building to 27,000 volumes against 6,000 the preceding year.

The welfare of the city depends upon the education of all of its people, and aside from the Public Schools there is no better way to educate them than through the reading of good books. Your Trustees feel very strongly that the Public Library cannot be as effective as it should be until its books reach more of the people. It is their earnest desire to make progress toward this end by erecting an East Branch building to serve Wards One and Two, where it is most urgently needed, but unfortunately they have no money for this purpose. There are about the same number of people who might be served in this section as in South Salem, while there are only about half as many in North Salem. It is to be hoped that by donation, public subscription or city appropriation, the means may be obtained for building an East Branch Library in the near future.

You will find herewith the annual report of the Treasurer and also the report of the Librarian, giving in detail the work of the library system for the past year.

For the Trustees,

ARTHUR H. PHIPPEN,

Secretary.

Librarian's Report, 1913.

To the Trustees of the Salem Public Library,

Gentlemen:—

I submit herewith my twenty-fifth report as librarian.

Under the new charter the financial year of the city ends December 31st instead of November 30th. The present report, therefore, covers thirteen months instead of twelve.

South Branch: The most important event of the year is the completion of the South Branch Library Building. It was opened for public inspection on Friday, April 11th, and for the delivery of books on Saturday, April 12th. This building is greatly appreciated by the residents of South Salem and from the beginning the circulation has far exceeded expectations.

The total cost of the land and building to date is $20,686.25, the items being as follows:—

Land,	$3,400.00	
Survey, examining title, etc.,	48.10	
		$3,448.10
Building:		
Main contract and extras,	$14,672.50	
Furnace,	408.00	
Hot water apparatus,	95.00	
Electric fixtures, etc.,	337.21	
Carpet,	259.42	
Furniture,	528.50	
Architect's fee,	937.52	
		$17,238.15
Total,		$20,686.25

There are still two unpaid items which will bring the total cost to about $20,800.00

Books: The accessions of the year number 3465 volumes and the withdrawals 1101, a net gain of 2364 volumes. To maintain our increased circulation more books must be supplied; duplicates of new books are necessary, also replacements of old books to supply the places of those worn out in service. Many new books suitable for the younger readers have been bought and still others must be added during the coming year. Special

effort is made to supply the technical books and books useful to manufacturers and business men. The difficulty, not peculiar to this library, is in getting business men to realize that the library is ready to help them. More books of this character might be bought if there were more demand and the funds at our disposal allowed.

At the close of the year the library contains 60,315 volumes. Of these 4804 are in the children's room, 715 at the East Branch, 591 at the North branch, and 2812 at the South Branch.

Registration: During the past thirteen months 2673 new borrowers have been registered as cardholders, divided as follows: East branch 367, North branch 166, South branch 868, Main library, including children's room, 1272. With the exception of the first year of the library the largest number registered in any previous year was 1168. The great gain at the South branch began immediately upon the opening of the new building, the registration from that branch in 1912 being only 75. In addition many former borrowers in South Salem who have not recently used their cards have renewed them and are now taking books regularly.

Circulation: On December 1st, 1912, a change was made in the method of counting home circulation. Previous to that date books sent from the main library to the branches were counted as main library circulation, crediting the branches only with the circulation from their own small deposits. Under the new method circulation is no longer counted "at the source" but at the point of contact with the reader, in the department in which the book is delivered to the borrower. In comparing the present year's figures as given in the tables with previous years it should also be remembered that this report covers thirteen months instead of twelve.

Doubtless owing to our increased facilities for serving readers, the whole library system shows a great increase in circulation. Disregarding the month of December, 1912, so as to make a direct comparison of statistics for a complete year, it is found that the total increase of the whole library is 45 per cent. After adjusting the figures of 1912 to the new basis of counting circulation, the East branch shows a gain of 48 per cent, the North branch 37 per cent. and the South branch 398 per cent. Last year's records do not separate books sent to the branches from the main delivery desk from those sent from the children's room. Combining these two and figuring on the new basis, there is an increase at the main library of 13 per cent, the children's room showing an increase of 140 per cent, while the adult department shows an apparent loss of 33 per cent. If the exact figures

could be obtained the loss at the main desk would probably be found to be only about fifteen per cent.

It is noticeable that this loss at the main desk is mainly in the class fiction, the other classes remaining practically the same. In fact, the fiction percentage of the whole system shows a decrease this year from eighty per cent to seventy-five per cent. The figures for the various departments are as follows: Main desk, 69, Children's room 76, East branch 84, North branch 87, South branch 75. It is still high at the East and North branches, which are really only deposit and delivery stations, while it is decreasing at the places where readers have direct access to a large number of non-fiction books.

For two reasons the Children's room is showing a greatly increased circulation. One is the abolition of the age limit and issuing cards to children as soon as they are able to read and write. The other is the visits of Miss Shattuck, the children's librarian, to the schools. In each room of the grammar and primary grades she gives a brief talk to the pupils on the location of the main library or nearest branch, explains the methods of registration and drawing books, and calls attention to some of the classes of books which appeal to children. Incidentally, the teachers become more interested in the library. In this work the Superintendent of Schools has shown much interest and at his suggestion blue prints of the floor plans of the main library and an enlarged photograph of the South branch were made at the expense of the school department.

The decrease in the circulation at the main delivery desk in no way indicates a decrease in the work at that desk. A large proportion of the circulation from the branches is of books sent from the main library. This means that the books must be handled and charged twice; at the main library charged to the branch, and at the branch charged to the reader. The entire registration of readers is also handled at the main desk. Reader's cards being good at either the main library or at any branch, a central registration is necessary. Application slips are filed at and borrower's cards issued from the main desk, and all changes of address, charges for fines, etc., are recorded there.

Publications: In October a complete list of the French books in the library, about five hundred titles, was published in pamphlet form. As usual, only a few copies (29) have been sold to readers. The list is, however, a great convenience in administration, especially in the branches, as the only other complete list of books in the French language is in the card catalog at the main library. The other publications of the year are the annual report and the monthly bulletins. Beginning in November a

more systematic attempt has been made to advertise the library by printing in the Salem News lists of new books, books on special subjects, items of library news, etc. Titles of books relative thereto have been supplied for the list of Essex Institute lectures published by the Institute.

Needs: The greatest need of the library at the present time is two more branch buildings. The great increase in the use of the South branch is due to the provision of an attractive building on a prominent corner, open every weekday, as contrasted with an unattractive room in a school house on a side street open only two days in the week. The need is greatest at the East branch, as this branch is the convenient center for a population of over 13,000. A comparison of the population in the immediate vicinity of each branch is of interest. East branch, wards one and two, 13,000; North branch, ward six except Mason Hill, which is nearer the main library, 5,000; South branch, ward five, with addition of Castle Hill, 15,000.

For the sum of $25,000 each a suitable building could be provided in a central location in each of these two sections of the city. It is to be hoped that some individual, or group of individuals, may furnish funds for the purchase of land and the erection of these two buildings.

Appended are the statistical tables showing accessions, circulation, etc. in detail.

Respectfully submitted,
GARDNER M. JONES,
Librarian.

January 8, 1914.

ACCESSIONS.

Volumes in the library Dec. 1, 1912,		57,951
Added by purchase, Main library,	2,217	
Added by purchase, Branches,	922	
Added by gift,	326	
Total added,	3,465	
Withdrawn,	1,101	
Net gain,		2,364
Volumes in the library Dec. 31, 1913,		60,315

Contents of Library Including Branches.

Class	Vols. in Library Dec. 1, '12	Added	Withdrawn	Vols. in Library Dec. 31, '13
Fiction,	13,858	1,583	904	14,537
General Works,	5,305	208	30	5,483
Philosophy,	705	23	3	725
Religion,	1,884	19	—	1,903
Sociology,	4,287	222	14	4,495
Philology,	391	22	—	413
Science,	3,444	155	6	3,593
Useful Arts,	4,103	195	8	4,290
Fine Arts,	3,045	149	9	3,185
Literature,	5,784	300	46	6,038
Travels,	4,282	249	31	4,500
Biography,	5,764	182	16	5,930
History,	5,099	158	34	5,223
Totals,	57,951	3,465	1,101	60,315

Circulation, etc., Main Delivery Desk.

Days the library was open,	330
Volumes delivered for home use,	42,633
Average daily use,	129
Largest daily use (Jan. 25),	265
Smallest daily use (Dec. 24, 1912),	48
Average weekly use,	759
Largest weekly use (Feb. 10-15),	1,013
Smallest weekly use (June 30-July 5),	532
Per cent fiction,	69
*Volumes lost and not paid for,	37
*Volumes worn out and withdrawn,	1,050
*Mail notices for overdue books,	1,171
*Messengers sent for overdue books,	101
*New names registered during the year,	2,673

*These include branches.

Children's Room.

Days the library was open,	330
Volumes delivered for home use,	36,894

Average daily use,		112
Largest daily use (Dec. 1, 1913),		290
Smallest daily use (Sept. 11),		30
Average weekly use,		656
Largest weekly use (Dec. 1-6, 1913),		1,126
Smallest weekly use (Sept. 2-6),		282
Per cent fiction,		76

East Branch.

Days the library was open,		109
Volumes delivered for home use:		
From Branch collection,	11,446	
From Main library,	10,571	
		22,017
Average daily use,		202
Largest daily use (Dec. 1, 1913),		346
Smallest daily use (July 3),		109
Average weekly use,		392
Per cent fiction,		84
New registrations (included in Main library statistics),		367

North Branch.

Days the branch was open,		105
Volumes delivered for home use:		
From Branch collection,	6,691	
From Main library,	5,051	
		11,742
Average daily use,		112
Largest daily use (Apr. 29),		168
Smallest daily use (Dec. 24, 1912),		26
Average weekly use,		209
Per cent fiction,		87
New registrations (included in Main library statistics),		166

South Branch.

(In old quarters Dec. 4, 1912 to April 9, 1913.)

Days the branch was open,		35
Volumes delivered for home use:		
From Branch collection,	2,097	
From Main library,	1,372	
		3,472

Average daily use,	99
Largest daily use (Mar. 26),	154
Smallest daily use (Jan. 1),	50
Average weekly use,	198
Per cent fiction,	73
New registrations (included in Main library statistics),	126

(In new building April 12—Dec. 31, 1913.)

Days the branch was open,		218
Volumes delivered for home use:		
From Branch collection,	26,244	
From Main library,	1,083	
		27,327
Average daily use,		125
Largest daily use (Apr. 12),		250
Smallest daily use (July 1),		55
Average weekly use,		739
Per cent fiction,		75
New registrations (included in Main library statistics),		742

TOTAL CIRCULATION BY CLASSES.

Class	Adult Main	Children's room	East branch	North branch	South branch	Total	Per cent
Fiction,	29,384	27,904	18,589	10,206	23,026	109,109	75.73
General works,	347	1,581	272	196	163	2,559	1.78
Philosophy,	298	13	29	1	73	414	.29
Religion,	286	171	23	13	134	627	.43
Sociology,	1,047	1,124	311	214	626	3,322	2.31
Philology,	171	2	1	1	83	258	.18
Science,	889	583	310	110	602	2,494	1.73
Useful Arts,	1,672	316	217	74	655	2,934	2.04
Fine Arts,	1,096	858	475	188	810	3,427	2.38
Literature,	2,462	1,189	292	116	2,439	6,498	4.50
Travels,	2,068	1,096	560	253	671	4,648	3.23
Biography,	1,722	1,221	371	139	720	4,173	2.89
History,	1,191	836	567	231	797	3,622	2.51
Totals,	42,633	36,894	22,017	11,742	30,799	144,085	100.00

GIFTS TO THE LIBRARY.

Name of Donor	Bound Volumes	Pamphlets
Adams, I. William, Cold Spring-on-Hudson,	1	
Alexander, S. H., Wellesley, ...		1
American Bankers Association, ...	1	
Barton, S. E., Boston, ...	1	
Beacher, Eunice, Boston, ...	1	
Brodie, Mrs. James F., Gouverneur, N. Y.,	1	
Carpenter, Brig.-Gen. L. H., Phil., Pa.,...	1	
Chase, Wilfrid E., Madison, Wis.,.....	1	
Chesman, Nelson, & Co., St. Louis, Mo.,..	1	
Cook, Mrs. Elizabeth C.....	148	1006
Coolidge, Miss Asenath Carver, Arlington Heights, ...	2	
Cornelison, Isaac A., New York City,....	1	
DeBenneville, James S., Yokohama, Japan,	2	
Endicott, William, Boston, ...	1	
Endicott, William C., Danvers, ...	1	
Farris, W. R., ...		1
Fessenden, Hon. Franklin G., Greenfield,..		1
Foulke, William D., Richmond, Indiana,..	2	
Gauss, Hon. John D. H.,.....	1	
Gould, Miss J. N., Danvers, ...	1	
Gove, Hon William H.,.....	334	206
Greeno, Follett L., Rochester, N. Y.,.....	1	
Hall, Mrs. Henry G.,.....	17	
Hill, Rev. James L.,.....	4	
Hill, Robert W.,.....	1	
Janet, Charles, Paris, France,.....		4
Jones, Mrs. Gardner M.,.....	1	
Keith, Mrs. W. C.,.....	2	
Knowland, Hon. Joseph R., Washington, D. C., ...		1
Koehler, Ernst A., San Antonio, Texas,...		15
McGill, J. N., Washington, D. C.,.....		1
Moffat, R. Burnham, New York City,.....	1	
Morse, Prof. Edward S.,.....	2	1
Peabody, Mrs. George L.,.....	34	
Peabody, Henry H., Rome, N. Y.,.....	2	
Pratt, Brig.-Gen. R. H., Philadelphia, Pa.,		1
Rantoul, Hon. Robert S., ...	1	
Raymond, Prof. George L., New York City,	1	
Robinson, John, ...	3	

Name of Donor	Bound Volumes	Pamphlets
Rodriquez del Busto, A., ...		1
Saunders, Miss Mary T., ...	20	5
Shepard, E. V., New York City, ...	1	
Silvin, Edward, Sacramento, Cal.,.....		1
Soyez-le-Roy, Mme. L., ...		1
Stenstrand, August J., Chicago, Ill.,.....		1
Tudbury, Warren C., ...		1
Welcher, Adair, Berkeley, Cal.,.....		1
Wright, Benjamin C., San Francisco, Cal.,	1	

In addition to the above, documents, pamphlets and periodicals were received from United States, Massachusetts and other official sources, and from libraries, societies and individuals. The total of all gifts is 662 bound volumes, 956 pamphlets, 2982 numbers of periodicals, 11 pictures and 1 map.

Treasurer's Report.

Funds on hand December 1, 1912:		
City Fund (permanent),.....	$25,000.00	
Building Fund, ...	9,505.70	
		$34,505.70
Unexpended income on hand December 1, 1912:		
City Fund income, ...	$162.31	
Read Fund income, ...	595.28	
Nichols Fund income, ...	161.94	
		$919.53
		$35,425.23

RECEIPTS:

City appropriation for Dec., 1912,..	$1,053.39
City appropriation Jan. to Dec., 1913,	15,500.00
City Fund income, ...	1,000.00
Read Fund income,.....	600.00
Building Fund income, ...	501.75
Nichols Fund income, ...	200.00

Fines,	$480.07		
Sale of catalogues,	2.90		
Sale of duplicates,	.14		
Missing and damaged books,	3.12		
Sundries,	17.19		
		503.42	
			$19,358.56
			$54,783.79

EXPENDITURES:

City Fund income, Books,		$1,130.34
Read Fund income, Books,		684.41
Nichols Fund, income, Books,		183.56
Building Fund:		
Addition to Main library,	$267.50	
South branch library building,	8,230.34	
Discount on note,	250.95	
		$8,748.79

CITY APPROPRIATION, DEC., 1912:

Salaries,	$644.23	
Fuel and light,	61.21	
Repairs, furniture, etc.,	24.78	
Periodicals,	17.00	
Binding and printing,	69.24	
Blanks, stationery, etc.,	50.61	
Branches,	167.75	
Books,	18.57	
		$1,053.39

CITY APPROPRIATION, JAN. TO DEC., 1913:

Salaries,	$9,275.09	
Fuel and light,	1,442.30	
Repairs and furniture,	313.32	
Books and periodicals,	2,805.30	
Miscellaneous,	1,662.21	
		$15,498.22

City appropriation unexpended,		$1.78
On hand January 1, 1914:		
City Fund,	$25,000.00	
Building Fund,	1,762.08	
City Fund income,	31.97	
Read Fund income,	510.87	
Nichols Fund income,	178.38	
		$27,483.30
		$54,783.79

City Fund Income.

On hand December 1, 1912,		$162.31
Received 1 year's int. to Oct. 1, 1913, on $24,000 Newton, Mass. 4% bonds,	$960.00	
Received 1 year's int. to Oct. 1, 1913, on $1000 Boston, Mass. 4% bonds,	40.00	
		$1,000.00
		$1,162.31
Expended for books,	$1,130.34	
On hand Jan. 1, 1914,	31.97	
		$1,162.31

Read Fund Income.

On hand Dec. 1, 1912,	$595.28	
Received from City of Salem Trust Fund Commissioners,	600.00	
		$1,195.28
Expended for books,	$684.41	
On hand Jan. 1, 1914,	510.87	
		$1,195.28

Nichols Fund Income.

On hand Dec. 1, 1912,	$161.94	
Received from City of Salem Trust Fund Commissioners,	200.00	
		$361.94
Expended for books,	$183.56	
On hand Jan. 1, 1914,	178.38	
		$361.94

Building Fund.

On hand December 1, 1912,		$9,505.70
Received from fine account for year ending Dec. 31, 1913,		503.42
Received income from investments for year ending Dec. 31, 1913:		
On 117 shares Mass. Electric Company's preferred, dividend of 2% due Jan. 1, 1913,	$234.00	
Dividend of 2% due July 1, 1913,	234.00	
On deposit in Lynn Five Cents Savings Bank to Jan., 1913,	27.68	
On deposit in Naumkeag Trust Co. from Nov. 1, 1912 to Dec. 1, 1913,	6.07	
Income of fund for year ending Dec. 31, 1913,		$501.75
		$10,510.87
Paid on account addition to library building,	$267.50	
Paid on account South Branch Library building,	8,230.34	
Discount on note,	250.95	
		$8,748.79
On hand Jan. 1, 1914,		1,762.08
		$10,510.87

Fine Account.

Received from fines, etc., Dec. 1, 1912 to Dec. 31, 1913	$503.42
Transferred to Building Fund,	503.42

Investments.

City Fund (permanent):

$24,000 Newton, Mass. 4% Registered Water Loan bonds due April 1, 1920,	$24,000.00	
1,000 Boston, Mass. 4% Registered Public Park Loan bond due Oct. 1, 1914,	1,000.00	
		$25,000.00

BUILDING FUND:

117 shares Mass. Electric Co's. preferred,	$5,543.12
30 shares Mass. Electric Co's. common,	315.00
Deposit in Naumkeag Trust Co., Salem,	363.74
Cash at library,	40.22
	6,262.08
Less note due May 12, 1914,	4,500.00
	$1,762.08

CITY FUND INCOME: Deposit in Naumkeag Trust Co., Salem,	$31.97
READ FUND INCOME: Deposit in Naumkeag Trust Co., Salem,	510.87
NICHOLS FUND INCOME: Deposit in Naumkeag Trust Co., Salem,	178.38

WM. P. MCMULLAN, *Treasurer.*

Salem, January 8, 1914.

Examined and approved,

JOHN F. HURLEY,
ARTHUR H. PHIPPEN,
WM. P. MCMULLAN,
Finance Committee.

SALEM PUBLIC LIBRARY

TRUSTEES' REPORT

1914

TWENTY-SIXTH
REPORT OF THE TRUSTEES
OF THE
SALEM PUBLIC LIBRARY

SALEM, MASSACHUSETTS

JANUARY, 1915

SALEM, MASS.:
NEWCOMB & GAUSS, PRINTERS
1915

BOARD OF TRUSTEES AND OFFICERS

OF THE

SALEM PUBLIC LIBRARY

1915

TRUSTEES.

MATTHIAS J. O'KEEFE, Mayor, *ex-officio.*	
GEORGE R. EMMERTON,	1888-1888.
JAMES A. EMMERTON,	1888-1888.
NATHANIEL A. HORTON,	1888-1891.
CHARLES S. OSGOOD,	1888-1897.
THOMAS F. HUNT,	1888-1898.
GEORGE W. WILLIAMS,	1888-1905.
DAVID PINGREE,	1888-1912.
JEREMIAH T. MAHONEY,	1889-1911.
JOHN ROBINSON,	1892-1903.
WILLIAM P. MCMULLAN,	1897-
JOHN M. RAYMOND,	1898-
MATTHEW ROBSON,	1903-
ARTHUR H. PHIPPEN,	1905-
CHARLES F. TOWNE,	1911-1912.
FRANK W. BENSON,	1912-
JOHN J. MACK,	1912-

OFFICERS.

MATTHIAS J. O'KEEFE, Chairman, *ex-officio.*

ARTHUR H. PHIPPEN, Secretary and Treasurer.

COMMITTEES.

Finance—Messrs. O'KEEFE, PHIPPEN and MACK.

Administration—Messrs. MCMULLAN, ROBSON and MACK.

Books—Messrs. RAYMOND, PHIPPEN and BENSON.

LIBRARIAN.

GARDNER M. JONES.

ASSISTANTS.

CARRIE H. KINSMAN,
ELIZABETH H. MCINTIRE,
MARY H. POLLOCK,
RUTH SHATTUCK,
DOROTHY C. NUNN,
HAZEL F. KING,
EDITH L. TREFRY,
MILDRED E. SYMONDS,
MARTHA T. POND,
ALICE R. PLUMMER.

JANITOR.

JOHN F. HADLEY.

Salem Public Library

Trustees' Report, 1914

To the City Council of the City of Salem,

Gentlemen:—

The Trustees of the Salem Public Library respectfully submit herewith their annual report.

It is fitting that we should here express a deep feeling of gratitude that our building escaped the conflagration.

It is a matter of congratulation that the distribution of books has increased since our last annual report notwithstanding the fire.

The Branch libraries are no longer an experiment. It is evident that they are greatly appreciated by the people. Especially does the South Branch convince us that we should sometime in the near future, by some means, secure buildings of our own, one to serve Wards One and Two and another in North Salem.

The Trustees feel that they are remiss in their duty if they do not keep this need constantly before the people until it is realized. There is every prospect that we are to have a better and more prosperous city in the future and we must see to it that our educational institutions, of which we are justly proud, shall keep pace with our growth, for upon these depend the good character and enterprise of our citizens.

Annexed are the annual reports of the Librarian and the Treasurer.

For the Board,

ARTHUR H. PHIPPEN,

Secretary.

Salem, January 14, 1915.

Librarian's Report, 1914

To the Trustees of the Salem Public Library,

Gentlemen:—I submit herewith my twenty-sixth report as librarian.

Books: 3007 volumes have been added and 1174 withdrawn during the past year, a net gain of 1833 volumes. The library now contains 62,148 volumes. There are 5365 volumes in the children's room, 831 at the East branch, 727 at the North branch, and 2766 at the South branch, the balance (52459) being in the adult collection at the main library.

The withdrawals include 378 volumes which were in the hands of borrowers at the time of the great fire. Some of these were duplicates which it was not necessary to replace and a few we have not yet been able to buy to advantage. 311 volumes have been replaced at a cost of $390.66 and this sum nearly represents the entire financial loss caused by the fire. No attempt has been made to collect the cost of the books from readers as they could not be considered responsible under the circumstances. The library was fortunate in having so small a loss. We have learned of a few instances in which library books were saved when nearly everything else in the house was lost.

Circulation: Notwithstanding the disorganization caused by the fire and the large number of persons who have left the city, the circulation again shows a gain over the previous year. The total number of books given out for home use in all departments in 1912 was 92,687, in 1913 it was 134,767, and in 1914, 141,-219. During the first six months of 1914 there was a gain of 14,091, or 21 per cent, the gain being largest in the children's room and at the South branch. During the last six months the loss was 7,661, or 11 per cent. Since the fire the East and North branches show an increase, and the main desk, children's room and South branch a decrease. When readers state that they have only temporarily left the city and intend to return as soon as they find suitable homes, they are allowed to use their cards and take books for home reading. Sometime during the present year it will be necessary to eliminate those who do not renew Salem residence. A new table giving circulation by classes of adult and juvenile books in each department forms one of the appendices to this report. There is a decrease in the percentage of fiction at the main desk and children's room, the use of non-fiction showing a decided gain in each case. The fiction percentage at the branches differs little from 1913.

Children's room: During the first six months of 1914 the children's room circulation increased 21 per cent and in the last six months it decreased 14 per cent. The increase for the year was 1063 or 3 per cent. The fiction percentage fell from 76 to 67 per cent.

Miss Shattuck, the children's librarian, has continued her visits to the schools. This year an attempt is being made to teach the use of the card catalog, although this is not so necessary in Salem, the card catalog having always been used by many of the children. This is contrary to the experience of many librarians, as they generally report that children make practically no use of the catalog. During the past year there has been a decided increase in the number of children reading in the room and using the reference books.

Branches: The gain in the home use of the branches continues. The East branch has increased 8 per cent and the North branch 15 per cent during the year. During the last six months the gain at the North branch has been 22 per cent. Probably more of the refugees found living accommodations in North Salem than in other sections of the city. The loss at the South branch from July to December was 33 per cent, which is not surprising, considering that one-half of South Salem was destroyed by the fire. It will be remembered that the compiler of the school census a few weeks since, found only three children of school age living in precinct nine. At the North branch the adult circulation is larger than the juvenile, while at the other two branches the juvenile is the larger.

Publications: These include the annual report, the monthly bulletin, and "Books for young people; second edition", the latter being number twelve in the series of class lists. This list includes the best and most up-to-date books in the children's room. The number of titles represented on the shelves of the children's room on December 31, 1914, is 4126. The new class list contains 2638 titles. It includes only the books which it seems best to advertise and replace as they wear out. Antiquated books of all kinds are omitted, not only in science, history, etc., but also in fiction, as many stories that were of interest and profit in earlier years are now out-grown. Many of the older books are as good as ever and will be found in the new list. The number of titles is greater than is printed by many libraries. 2000 titles are probably as many as can wisely be considered a permanent collection for a children's room in a city of our size. The new class list does not entirely supplant the 1899 edition of "Books for young people" (Class list No. 7) as

that includes books for high school pupils, many of which are now found in the adult collection.

Publicity: The articles in the Salem News have been continued through the year except during the summer months. The weekly or fortnightly appearance of these articles has attracted the attention of business men, several of whom have volunteered commendation of the library's methods of publicity. It is known that some of the lists have led to demands for books listed therein, but even if every list has not actually been used by any reader, the regular publication of the lists is of benefit to the library. The library is impressed upon the attention of the readers of the newspapers, especially the fact that it has something besides novels for the women and stories for the children. Doubtless the smaller percentage of fiction and the maintenance of non-fiction circulation is in part due to these lists.

Needs: The need of real branches in the vicinity of the Common and in North Salem is as great as ever. At present we are maintaining in these sections of the city what are called by librarians "delivery stations." A real branch would have a larger permanent collection of books, a small collection of magazines and reference books, and facilities for reading in the room. Neither of these can be supplied while we are confined to the present small, unattractive rooms. Both of them are used as ward rooms and must be dismantled whenever there is an election, which now-a-days is inconveniently frequent. The situation is especially bad at the North branch, where the regular day of opening is Tuesday, necessitating the entire closing of the branch for library purposes on election days.

Those interested in the detailed statistics of the library work are referred to the appended tables.

Respectfully submitted,
GARDNER M. JONES,
Librarian.

Salem, Jan. 14, 1915.

ACCESSIONS.

Volumes in the library Dec. 31, 1913,		60,315
Added by purchase, Main library,	2,015	
Added by purchase, Branches,	736	
Added by gift,	256	
Total added,	3,007	
Withdrawn,	1,174	
Net gain,		1,833
Volumes in the library Dec. 31, 1914,		62,148

Contents of Library, Including Branches.

Class	Vols. in Library Jan. 1, 1914	Added	Withdrawn	Vols. in Library Dec. 31, 1914
Fiction,	14,537	1,312	838	15,011
General Works,	5,483	244	26	5,701
Philosophy,	725	29	3	751
Religion,	1,903	28	5	1,926
Sociology,	4,495	271	62	4,704
Philology,	413	61	3	471
Science,	3,593	87	15	3,665
Useful Arts,	4,290	241	27	4,504
Fine arts,	3,185	115	18	3,282
Literature,	6,038	233	102	6,169
Travels,	4,500	141	21	4,620
Biography,	5,930	111	26	6,015
History,	5,223	134	28	5,329
Totals,	60,315	3,007	1,174	62,148

Total Circulation by Classes.

Class	Adult Main	Children's room	East branch	North branch	South branch	Total	Per cent
Fiction,	26,193	22,967	17,833	11,191	24,119	102,303	72.44
General works,	588	850	84	87	78	1,687	1.20
Philosophy,	441	14	45	10	72	582	.41
Religion,	426	203	32	17	148	826	.58
Sociology,	1,185	1,872	792	333	1,165	5,347	3.79
Philology,	215	8	4	2	27	256	.18
Science,	759	702	254	106	426	2,247	1.59
Useful arts,	1,807	500	375	131	621	3,434	2.43
Fine arts,	1,137	799	350	147	737	3,170	2.25
Literature,	2,701	2,936	719	243	2,265	8,864	6.28
Travels,	1,033	1,488	589	175	702	3,987	2.82
Biography,	2,051	854	500	118	688	4,211	2.98
History,	1,540	1,181	675	187	722	4,305	3.05
Totals,	40,076	34,374	22,252	12,747	31,770	141,200	100.

HOME CIRCULATION

	Main Library		East Branch		North Branch		South Branch		Total	
	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile
Fiction,	26,193	22,967	8,202	9,631	6,994	4,197	10,861	13,258	52,250	50,053
General works,	588	850	18	66	14	73	77	1	697	990
Philosophy,	441	14	34	11	9	1	70	2	554	28
Religion,	426	203	21	11	6	11	97	51	550	276
Sociology,	1,185	1,872	106	686	14	319	234	931	1,539	3,808
Philology,	215	8	3	1	2	0	27	0	247	9
Science,	759	702	66	188	49	57	251	175	1,125	1,122
Useful arts,	1,807	500	128	247	84	47	388	233	2,407	1,027
Fine arts,	1,137	799	86	264	51	96	318	419	1,592	1,578
Literature,	2,701	2,936	129	590	57	186	1,282	983	4,169	4,695
Travels,	2,051	1,488	190	514	40	147	364	338	2,645	2,487
Biography,	1,540	854	235	350	42	133	393	295	2,210	1,632
History,	1,033	1,181	165	310	44	74	371	351	1,613	1,916
Totals,	40,076	34,374	9,383	12,869	7,406	5,341	14,733	17,037	71,598	69,621
									Total,	141,219

Main Delivery Desk.

Days the library was open,	304
Volumes delivered for home use,	40,076
Average daily use,	132
Largest daily use (March 7),	300
Smallest daily use (June 26),	13
Average weekly use,	771
Largest weekly use (March 16-21),	1,131
Smallest weekly use (June 22-27),	306
Per cent fiction,	65
*Volumes lost and not paid for,	404
*Volumes worn out and withdrawn,	759
*Mail notices for overdue books,	1,185
*Messenger sent for overdue books,	65
*New names registered during the year,	1,454

*These include branches.

Children's Room.

Days the library was open,	304
Volumes delivered for home use,	34,374
Average daily use,	113
Largest daily use (February 2),	253
Smallest daily use (June 26),	19
Average weekly use,	661
Largest weekly use (March 2-7),	1,085
Smallest weekly use (June 22-27),	250
Per cent fiction,	67

East Branch.

Days the library was open		100
Volumes delivered for home use:		
From Branch collection,	14,043	
From Main library,	8,209	
		22,252
Average daily use,		223
Largest daily use (Dec. 14),		322
Smallest daily use (June 25),		27
Average weekly use,		428
Per cent fiction,		80
New registrations (included in Main library statistics),		238

North Branch.

Days the branch was open,		97
Volumes delivered for home use:		
From Branch collection,	7,917	
From Main library,	4,830	
		12,747
Average daily use,		131
Largest daily use (Dec. 11),		202
Smallest daily use (June 26),		22
Average weekly use,		245
Per cent fiction,		88
New registrations (included in Main library statistics),		115

South Branch.

Days the branch was open,		304
Volumes delivered for home use:		
From Branch collection,	29,391	
From Main library,	2,379	
		31,770
Average daily use,		105
Largest daily use (Feb. 2),		218
Smallest daily use (June 25),		9
Average weekly use,		611
Largest weekly use (Feb. 2-9),		979
Smallest weekly use (June 29-July 5),		297
Per cent fiction,		76
New registrations (included in Main library statistics),		348

GIFTS TO THE LIBRARY.

Name of Donor	Bound Volumes	Pamphlets	Periodicals
American-Irish historical society, New York City,	1		
American telegraph and telephone co.,	3		
American Unitarian association,	2		
Benton, Josiah H., Boston Public Library,	1	1	
Berle, Dr. A. A., Cambridge, Mass.,		1	
Beverly Salem fire relief committee, Beverly, Mass.,	1		
Boston, First National bank,	1		
Bosworth, Giles B., Denver, Colorado,	1		

Name of Donor	Bound Volumes	Pamphlets	Periodicals
Brown, Isidor, Pub. Co., Cleveland, O...	1		
Childs, Mrs. E. H., New Rochelle, N. Y.,	1		
Creesy, George W., ...	3		
Dodge, F. W. Co., Boston, ...		2	
Doubleday, Page and Co., Garden City, N. Y., ...	2		
Endicott, William C., Danvers, ...	1		
Farnsworth, Edward C., Portland, Me.,..	2		
Firth, Frank J., Family of, Germantown, Pa., ...	2		
Gay, Frederick L., Brookline, ...		1	
Gove, Hon. William H., ...	15	5	
Hewes, David, Orange, California, ...	1		
Howard, Arthur, ...	1	2	
Ingraham, J. F., Peabody, ...	1		
National board of fire underwriters, N. Y. City, ...		1	
Naumkeag Steam Cotton Co., ...		1	
Nonotuck Silk Co., Florence, Mass., ...	1		
Oliver, Prof. Thomas Edward, Univ. of Illinois, Urbana, Ill., ...		1	
Railway News Bureau, Chicago, ...	1		
Rantoul, Hon. Robert S., ...		1	
Reid, Mrs. Walter, Springfield, Ill., ...	1		
Robinson, John, ...			24
Ropes, Miss Lucy, Danvers, ...	1		
Shaw, Mrs. Quincy A., Jamaica Plain, ..		1	
Shepard, Edward V., ...	2		
Sisters of Notre Dame, ...	1		
Sons of the American Revolution, Mass. Society, ...	2		
Sprague, F. W., Brookline, ...	1		
Tupper, George W., Boston, ...	1		
Turner, Ross S., ...	1		
Walcott, Samuel F., ...	1		
Webber, Harry E., ...			18
Wilson, Alice B., ...			12
Wilson, Ethel L., ...			22

In addition to the above, documents, pamphlets and periodicals were received from United States, Massachusetts and other official sources, and from libraries, societies and individuals. The total of all gifts is 116 bound volumes, 735 pamphlets, and 1853 numbers of periodicals.

Treasurer's Report

Funds on hand, Jan. 1, 1914:			
City Fund (permanent),		$25,000.00	
Building Fund,		1,762.08	
			$26,762.08
Unexpended income on hand, Jan. 1, 1914:			
City Fund income,		$31.97	
Read Fund income,		510.87	
Nichols Fund income,		178.38	
			$721.22
			$27,483.30
RECEIPTS:			
City appropriation for 1914,		$16,000.00	
City Fund income,		1,000.00	
Read Fund income,		600.00	
Building Fund income,		476.07	
Nichols Fund income,		200.00	
Fines,	$487.39		
Sale of catalogs,	1.75		
Sale of duplicates,	66.50		
Missing and damaged books,	7.96		
Sundries,	10.87	574.47	$18,850.54
			$46,333.84
EXPENDITURES:			
City Fund income, Books,			$981.80
Read Fund income, Books,			635.87
Nichols Fund income, Books,			185.09
Sale of duplicates, Books,			66.50
Building Fund:			
South Branch library building,		$119.15	
Discount on note,		181.61	
			300.76
CITY APPROPRIATION:			
Salaries,		$10,247.01	
Fuel and light,		1,437.36	
Repairs and furniture,		290.14	
Books and periodicals,		2,396.44	
Miscellaneous,		1,433.15	
			$15,804.10

City Appropriation unexpended,		$195.90
On hand Jan. 1, 1915:		
City Fund,	$25,000.00	
Building Fund,	2,445.36	
City Fund income,	50.17	
Read Fund income,	475.00	
Nichols Fund income,	193.29	
		28,163.82
		$46,333.84

CITY APPROPRIATION.

	Appropriation	Expended	Unexpended
Salaries,	$10,300.00	$10,247.01	$52.99
Fuel and light,	1,500.00	1,437.36	62.64
Repairs and furniture,	300.00	290.14	9.86
Books and periodicals,	2,400.00	2,396.44	3.56
Miscellaneous,	1,500.00	1,433.15	66.85
	$16,000.00	$15,804.10	$195.90

CITY FUND INCOME.

On hand Jan. 1, 1914,		$31.97
Received 1 year's int. to Oct. 1, 1914 on $24,000 Newton, Mass. 4% bonds,	$960.00	
Received 1 year's int. to Oct. 1, 1914, on $1,000 Boston, Mass. 4% bonds,	40.00	
		$1,000.00
		$1,031.97
Expended for books,	$981.80	
On hand Jan. 1, 1915,	50.17	
		$1,031.97

READ FUND INCOME.

On hand Jan. 1, 1914,	$510.87	
Received from City of Salem Trust Fund Commissioners,	600.00	
		$1,110.87
Expended for books,	$635.87	
On hand Jan. 1, 1915,	475.00	
		$1,110.87

Nichols Fund Income.

On hand Jan. 1, 1914,	$178.38	
Received from City of Salem Trust Fund Commissioners,	200.00	
		$378.38
Expended for books,	$185.09	
On hand Jan. 1, 1915,	193.29	
		$378.38

Building Fund.

On hand Jan. 1, 1914,		$1,762.08
Received from Fine account for year ending Dec. 31, 1914,		507.97
Received income from investments for year ending Dec. 31, 1914:		
On 117 shares Mass. Electric Company's preferred, dividend of 2% due Jan. 1, 1914,	234.00	
Dividend of 2% due July 1, 1914,	234.00	
On deposit in Naumkeag Trust Co. from Dec. 1, 1913 to Dec. 1, 1914,	8.07	
Income of fund for year ending Dec. 31, 1914,		$476.07
		$2,746.12
Paid on account South Branch Library Library building,	$119.15	
Discount on note,	181.61	$300.76
On hand Jan. 1, 1915,		2,445.36
		$2,746.12

Fine Account.

Received from fines, sale of duplicates, etc.,		$574.47
Expended for books,	$66.50	
Transferred to Building Fund,	507.97	
		$574.47

INVESTMENTS.

CITY FUND (permanent):

$24,000 Newton, Mass. 4% Registered Water Loan bonds due April 1, 1920,	$24,000.00	
$1,000 Boston, Mass. 4% Registered Arlington St. extension bond, due Oct. 1, 1932,	1,000.00	
		$25,000.00

BUILDING FUND.

117 shares Mass. Electric Co's. preferred,	$5,543.12
30 shares Mass. Electric Co.'s common,	315.00
Deposit in Naumkeag Trust Co., Salem,	65.72
Cash at Library,	21.52
	$5,945.36
Less note due May 12, 1915,	3,500.00
	$2,445.36

CITY FUND INCOME: Deposit in Naumkeag Trust Co., Salem,	$50.17
READ FUND INCOME: Deposit in Naumkeag Trust Co., Salem,	475.00
NICHOLS FUND INCOME: Deposit in Naumkeag Trust Co., Salem,	193.29

ARTHUR H. PHIPPEN, *Treasurer.*

Salem, January 14, 1915.

Examined and approved,

MATTHIAS J. O'KEEFE,
ARTHUR H. PHIPPEN,
JOHN J. MACK,
Finance Committee.

Statistics in Form Adopted by the American Library Association

ANNUAL REPORT FOR YEAR ENDING DECEMBER 31, 1914.

Population, 1910 census, 43,697.

Free for lending and reference.

Four agencies, namely one main library, one branch building, two stations in school houses.

Main library open 304 days during year; 72 hours a week for lending, 78 hours for reading.

Branch open 304 days; 36 hours a week. Stations open 2 days a week; 8 hours a week.

Volumes in library Jan. 1, 1914,		60,315
Added by purchase,	2,751	
Added by gift,	256	
Added by binding (included above),	235	
Withdrawn,	1,174	
Volumes in library Dec. 31, 1914,		62,148

No separate count of adult and juvenile. No record kept of pamphlets.

	Adult	Juvenile	Total
Volumes of fiction lent for home use,	52,250	50,053	102,303
Total volumes lent for home use,	71,598	69,621	141,219

1454 borrowers registered during year. Registration period 3 years.

164 newspapers and periodicals currently received.

No record of attendance in reference and reading rooms.

RECEIPTS.

Unexpended balance, Jan. 1, 1914,	$ 2,483.30	
Taxation,	16,000.00	
Income of funds,	2,094.46	
Fines and sales of publications,	489.14	
Other sources (including $66.50 for duplicate books),	85.33	
		$21,152.23

Payments.

Maintenance:		
Books,	$ 2,749.21	
Periodicals,	526.20	
Binding,	990.29	
Salaries, library service,	8,400.01	
Salaries, janitor service,	1,847.00	
Heat,	679.97	
Light,	757.39	
Other maintenance,	1,723.29	
		$17,673.36
Screens, etc., South Branch building,		119.15
		$17,792.51

TWENTY-SEVENTH
REPORT OF THE TRUSTEES
OF THE
SALEM PUBLIC LIBRARY
SALEM MASSACHUSETTS
JANUARY, 1916

SALEM, MASS.:
NEWCOMB & GAUSS, PRINTERS
1916

TWENTY-SEVENTH
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1916

BOARD OF TRUSTEES AND OFFICERS

OF THE

SALEM PUBLIC LIBRARY

1916

TRUSTEES.

HENRY P. BENSON, Mayor, *ex-officio.*	
GEORGE R. EMMERTON,	1888-1888.
JAMES A. EMMERTON,	1888-1888.
NATHANIEL A. HORTON,	1888-1891.
CHARLES S. OSGOOD,	1888-1897.
THOMAS F. HUNT,	1888-1898.
GEORGE W. WILLIAMS,	1888-1905.
DAVID PINGREE,	1888-1912.
JEREMIAH T. MAHONEY,	1889-1911.
JOHN ROBINSON,	1892-1903.
WILLIAM P. MCMULLAN,	1897-
JOHN M. RAYMOND,	1898-
MATTHEW ROBSON,	1903-
ARTHUR H. PHIPPEN,	1905-
CHARLES F. TOWNE,	1911-1912.
FRANK W. BENSON,	1912-
JOHN J. MACK,	1912-

OFFICERS.

HENRY P. BENSON, Chairman, *ex-officio.*
ARTHUR H. PHIPPEN, Secretary and Treasurer.

COMMITTEES.

Finance—Messrs. H. P. BENSON, PHIPPEN and MACK.
Administration—Messrs. MCMULLAN, ROBSON and MACK.
Books—Messrs. RAYMOND, PHIPPEN and F. W. BENSON.

LIBRARIAN.

GARDNER M. JONES.

ASSISTANTS.

CARRIE H. KINSMAN,
ELIZABETH H. MCINTIRE,
MARY H. POLLOCK,
ELIZABETH G. PUTNAM,
MABEL W. FARRIS,
HAZEL F. KING,
EDITH L. TREFRY,
MILDRED E. SYMONDS,
MARTHA T. POND,
ALICE R. PLUMMER.

JANITOR.

JOHN F. HADLEY.

Salem Public Library

Trustees' Report, 1915

To the City Council of the City of Salem,

Gentlemen:

The Trustees of the Salem Public Library respectfully submit herewith their annual report.

Appreciation of the benefits of the library is evidenced by its patronage which has steadily increased through the twenty-five years of its existence. Especially has the increase been notable at the branches since their establishment as follows: East branch from 11,500 to 23,000. North branch from 9,400 to 15,000. South branch from 6,500 to 29,000.

Better accommodation is very much needed for the East branch. Owing to the crowded condition of the Phillips school the room set apart for the library is only available after the close of school. We trust our downtown citizens will be ever mindful of the need of better housing for this steadily growing department of the library.

We call attention to the annual reports of the Treasurer and of the Librarian which follow.

For the Board,

ARTHUR H. PHIPPEN,

SALEM, JANUARY 13, 1916. *Secretary.*

Librarian's Report, 1915

To the Trustees of the Salem Public Library,

Gentlemen:

I submit herewith my twenty-seventh report as librarian.

Books.

2,894 volumes have been added and 1,497 withdrawn during the year, a net gain of 1,397 volumes. The library now contains 63,545 volumes. Special attention has been given to the increase and rounding out of the collection of children's books at the branches.

It is difficult to enforce proper care of books among the youngest readers and books used by them have a short library life. Fortunately such books are, as a rule, inexpensive. The clerical labor of withdrawing, buying, and adding each volume is, however, as great as for more costly books.

Circulation.

The total circulation for home use in 1914 was 141,219, in 1915, 148,172, a gain of 6,953, or nearly five per cent. The greatest gains were at the North branch and the main adult delivery desk. The South branch shows a loss of 8 per cent. as was to be expected. The fiction percentage has decreased from 75 per cent. in 1913, and 72 per cent. in 1914, to 69 per cent. in 1915. It ranges from 64 per cent. at the main delivery desk and in the children's room to 84 per cent. at the North branch. These figures indicate that where there is ample opportunity to choose from a large and varied collection of books more non-fiction books are chosen by readers.

Work With Children.

The children's librarian continued her visits to schools and a few classes visited the library. The visits to the library appear to be much more useful, especially for the

older children. For the present season it is arranged that only the fifth grades shall be visited in the schools while the seventh and eighth grades come to the library.

STAFF.

Towards the close of the year the library lost the services of two important members of the staff. Miss Nunn resigned as librarian of the South branch to accept a position in the Cedar Rapids (Iowa) Public Library, and Miss Shattuck, the children's librarian, was obliged to give up all work on account of ill health. The vacancy at the South branch has been filled by the appointment of Miss Mabel W. Farris, who has for several years been an assistant at the Essex Institute and has taken special library courses at Simmons College. For over a year she has been doing evening desk work at our library so that she is familiar with our methods. The new children's librarian is Miss Elizabeth G. Putnam, of Danvers, a graduate of the Simmons College library course, who has had four years' experience at the Waltham Public Library. Mr. McCully, the assistant janitor, who had been in poor health for a long time, was obliged to give up work early in the year. Mr. Joseph Lavender, who has worked as janitor elsewhere, was engaged as Mr. McCully's successor.

BRANCHES.

The branches continue as popular as ever. The South branch shows a loss of 8 per cent. in circulation due to the loss in population in South Salem through the fire. The East branch has gained 7 per cent over the figures for 1914 and 16 per cent over 1913, while the North branch has gained 23 per cent. over 1914 and 41 per cent. over 1913. Both East and North branches are sadly in need of branch library buildings. With suitable buildings, as in South Salem, not only would the total circulation be increased but serious reading would be encouraged and the real educational purpose of the library be promoted. The situation at the East branch is really serious. The school department has found it necessary to use the library room for a school class. The result is that the library cannot open until after the close of the afternoon

session, nominally at 3.45, but actually it is nearly four o'clock before the room can be made ready for readers. The crowding into three hours of a circulation averaging 254 a day (on nine days it was over 300) means that the attendants have no time except for the actual routine work of receiving and delivering books. There is no opportunity to answer questions or give advice regarding books and reading. Added to this is the cheerless aspect of the room and the poor ventilation. It is a real disgrace to expect the public to visit such a room. That they do so is a sign of the hunger of the residents of that section of the city for reading. Cannot some way be found to give residents of wards one and two a real branch library in place of the mean delivery station? The last census gives these wards a population of 14,275, over one third the total population of the city.

Detailed statistics of the work of the library will be found in tables appended to this report.

Respectfully submitted,

GARDNER M. JONES,

Librarian.

JANUARY 13, 1916.

ACCESSIONS.

Volumes in the library Dec. 31, 1914,		62,148
Added by purchase, main library,	1,997	
Added by purchase, branches,	784	
Added by gift,	113	
Total added,	2,894	
Withdrawn,	1,497	
Net gain,		1,397
Volumes in the library Dec. 31, 1915,		63,545

CONTENTS OF LIBRARY, INCLUDING BRANCHES.

Class	Vols. in Library. Jan. 1, 1915.	Added	Withdrawn	Vols. in Library Dec. 31, 1915.
Fiction,	15,011	1,445	1,086	15,370
General Works,	5,701	160	26	5,835
Philosophy,	751	12	3	760
Religion,	1,926	24	2	1,948
Sociology,	4,704	232	99	4,837
Philology,	471	2	—	473
Science,	3,665	81	19	3,727
Useful Arts,	4,504	185	21	4,668
Fine Arts,	3,282	93	17	3,358
Literature,	6,169	267	137	6,299
Travels,	4,620	95	23	4,692
Biography,	6,015	110	18	6,107
History,	5,329	188	46	5,471
Totals,	62,148	2,894	1,497	63,545

TOTAL CIRCULATION BY CLASSES.

Class	Adult Main	Children's Room	East Branch	North Branch	South Branch	Total	Per Cent
Fiction,	28,659	22,105	18,145	13,225	21,062	103,196	69.65
General works,	640	617	130	39	25	1,451	.98
Philosophy,	470	9	44	10	44	577	.39
Religion,	385	249	82	21	151	888	.59
Sociology,	1,436	2,337	1,131	517	1,516	6,937	4.69
Philology,	192	....	4	....	20	216	.14
Science,	839	662	390	118	433	2,442	1.65
Useful arts,	2,147	688	523	262	536	4,156	2.80
Fine arts,	1,212	886	338	173	685	3,294	2.22
Literature,	3,780	3,718	1,185	474	2,714	11,821	7.98
Travels,	1,677	1,304	517	192	636	4,326	2.92
Biography,	1,832	909	563	231	631	4,166	2.81
History,	1,450	1,072	863	427	890	4,702	3.18
Totals,	44,719	34,556	23,865	15,689	29,343	148,172	100.00

HOME CIRCULATION.

	Main Library		East Branch		North Branch		South Branch		Total	
	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile
Fiction,	28,659	22,105	8,412	9,733	8,006	5,219	10,287	10,775	55,364	47,832
General works,	640	617	112	18	4	35	23	2	779	672
Philosophy,	470	9	18	26	7	3	43	1	538	39
Religion,	385	249	18	64	2	19	71	80	476	412
Sociology,	1,436	2,337	95	1,036	11	506	205	1,311	1,747	5,190
Philology,	192	....	4	....	....	....	20	....	216	....
Science,	839	662	32	358	15	103	238	195	1,124	1,318
Useful arts,	2,147	688	127	396	57	205	301	235	2,632	1,524
Fine arts,	1,212	886	43	295	53	120	276	409	1,584	1,710
Literature,	3,780	3,718	69	1,066	58	416	1,505	1,209	5,412	6,409
Travels,	1,677	1,304	124	393	36	156	307	329	2,144	2,182
Biography,	1,832	909	203	360	75	156	329	302	2,439	1,727
History,	1,450	1,072	99	764	44	383	331	559	1,924	2,778
Totals,	44,719	34,556	9,356	14,509	8,368	7,321	13,936	15,407	76,379	71,793

MAIN DELIVERY DESK.

Days the library was open,	304
Volumes delivered for home use,	44,719
Average daily use,	147
Largest daily use (Jan. 30),	267
Smallest daily use (Aug. 4),	28
Average weekly use,	860
Largest weekly use (March 15-20),	1,117
Smallest weekly use (Dec. 20-24),	582
Per cent. fiction,	64
*Volumes lost and not paid for,	26
*Volumes worn out and withdrawn,	1,462
*Mail notices for overdue books,	1,026
*Messengers sent for overdue books,	55
*New names registered during the year,	1,426

*These include branches.

CHILDREN'S ROOM.

Days the library was open,	304
Volumes delivered for home use,	34,556
Average daily use,	114
Largest daily use (Feb. 23),	249
Smallest daily use (Sept. 15),	35
Average weekly use,	665
Largest weekly use (Mar. 1-6),	966
Smallest weekly use (Sept. 6-11),	307
Per cent. fiction,	64

EAST BRANCH.

Days the library was open,	94
Volumes delivered for home use,	23,865
Average daily use,	254
Largest daily use (Apr. 22),	358
Smallest daily use (Sept. 16),	150
Average weekly use,	459
Per cent. fiction,	76
New registrations (included in Main Library statistics),	212

NORTH BRANCH.

Days the library was open,	99
Volumes delivered for home use,	15,689
Average daily use,	158
Largest daily use (Mar 12),	238
Smallest daily use (Dec. 24),	101
Average weekly use,	302
Per cent. fiction,	84
New registrations (included in Main Library statistics),	102

SOUTH BRANCH.

Days the library was open,	304
Volumes delivered for home use,	29,343
Average daily use,	97
Largest daily use (Jan. 30)	178
Smallest daily use (Aug. 4),	5
Average weekly use,	564
Largest weekly use (Feb. 8-13),	728
Smallest weekly use (Aug. 9-14),	355
Per cent. fiction,	72
New registrations (included in Main Library statistics),	318

GIFTS TO THE LIBRARY.

	Bound Volumes	Pamphlets
American-Irish Historical Society, New York City,	1	
Berry, Albert L., Chicago,	1	
Buffat, Edward P., Jersey City, N. J.,	1	
Dodge, Maj. Gen., Grenville M.,	1	
Fisher, Benjamin F., Canton, O.,	1	
Gannon, Fred A.,		1
General education board, N. Y. City,	1	
Goldsmith, Rev. Peter H., New York City,		1
Goodell, Miss Annie,	1	
Gove, Hon. William H.,	17	
Hale Memorial Fund, Milwaukee, Wis.,	1	
Helburn, Mrs. J. W.,	1	
Japan Society, New York City,	3	
Lawton, Mrs. James M., New York City,	1	
Montgomery, K. L., Carrickmines, Dublin County, Ireland,	1	
N. Y. Stock Exchange,	1	
North, R. H., Mount Airy, Phila.,	1	
Norton, O. W., Chicago,	1	
Rantoul, Hon. R. S.,		1
Richardson, Capt. Spencer W., Sons of, Boston,	3	
Rosenberger, J. L., Chicago,		1
Saunders, Mary T.,	1	
Sells Limited, London, England,	1	
Stewart & Co., New York City,	1	
Tyler, Miss Anna C.,		1
Washburn Crosby Co., Minneapolis,	1	
Webb, Miss Mary E.,	1	
Whitridge, Frederick W., New York City,	1	

In addition to the above, documents, pamphlets and periodicals were received from United States, Massachusetts and other official sources, and from libraries, societies and individuals. The total of all gifts is 111 bound volumes, 883 pamphlets, and 1846 numbers of periodicals.

Treasurer's Report

Funds on hand Jan. 1, 1915:			
City Fund (permanent), ...		$25,000.00	
Building Fund, ...		2,445.36	
			$27,445.36
Unexpended income on hand, Jan. 1, 1915:			
City Fund income, ...		$50.17	
Read Fund income, ...		475.00	
Nichols Fund income, ...		193.29	
			$718.46
			$28,163.82
RECEIPTS:			
City appropriation for 1915,.		$16,400.00	
City Fund income, ...		1,000.00	
Read Fund income, ...		600.00	
Building Fund income, ...		239.70	
Nichols Fund income, ...		192.03	
Fines, ...	$476.83		
Sale of catalogs, ...	2.15		
Missing and damaged books, ...	9.33		
Sundry receipts, ...	13.43		
		$501.74	
			$18,933.47
			$47,097.29
EXPENDITURES:			
City Fund income, Books,...		$875.23	
Read Fund income, Books,...		771.79	
Nichols Fund income, Books,		291.36	
			$1,938.38
BUILDING FUND:			
Discount on notes, ...			$123.20

CITY APPROPRIATION.

Salaries,	$10,418.63	
Fuel and Light,	1,432.37	
Repairs and furniture,	278.36	
Books and periodicals,	2,396.29	
Miscellaneous,	1,464.46	
		$15,990.11
City Appropriation unexpended,		$409.89
On hand Jan. 1, 1916:		
City Fund,	$25,000.00	
Building Fund,	3,063.60	
City Fund income,	174.94	
Read Fund income,	303.21	
Nichols Fund income,	93.96	
		$28,635.71
		$47,097.29

CITY APPROPRIATION:

	Appropriation	Expended	Unexpended
Salaries,	$10,700.00	$10,418.63	$281.37
Fuel and light,	1,500.00	1,432.37	67.63
Repairs and furniture,	300.00	278.36	21.64
Books and periodicals,	2,400.00	2,396.29	3.71
Miscellaneous,	1,500.00	1,464.46	35.54
	$16,400.00	$15,990.11	$409.89

CITY FUND INCOME.

On hand Jan. 1, 1915,		$50.17
Received 1 year's int. to Oct. 1, 1915, on $24,000 Newton, Mass. 4% bonds,	$960.00	
Received 1 year's int. to Oct. 1, 1915, on $1,000 Boston, Mass. 4% bonds,	40.00	
		$1,000.00
		$1,050.17
Expended for books,	$875.23	
On hand Jan. 1, 1916,	174.94	
		$1,050.17

READ FUND INCOME.

On hand Jan. 1, 1915, ...	$475.00	
Received from City of Salem Trust Fund Commissioners, .	600.00	
		$1,075.00
Expended for books, ...	$771.79	
On hand Jan 1, 1916, ...	303.21	
		$1,075.00

NICHOLS FUND INCOME.

On hand Jan. 1, 1915, ...	$193.29	
Received from City of Salem Trust Fund Commissioners, .	192.03	
		$385.32
Expended for books, ...	$291.36	
On hand Jan. 1, 1916, ...	93.96	
		$385.32

BUILDING FUND.

On hand Jan. 1, 1915, ...		$2,445.36
Received from Fine account for year ending Dec. 31, 1915, ...		501.74
Received income from investments for year ending Dec. 31, 1915:		
On 117 shares Mass. Electric Company's preferred, dividend of 2% due Jan. 1, 1915, ...	$234.00	
On deposit in Naumkeag Trust Co. from Dec. 1, 1914 to Dec. 1, 1915, ...	5.70	
Income of fund for year ending Dec. 31, 1915, ...		$239.70
		$3,186.80
Discount on notes, ...		$123.20
On hand Jan. 1, 1916, ...		3,063.60
		$3,186.80

FINE ACCOUNT.

Received from fines, sale of duplicates, etc.,	$501.74
Transferred to Building Fund, ...	501.74

INVESTMENTS.

CITY FUND (permanent):		
$24,000 Newton, Mass. 4% Registered Water Loan bonds due April 1, 1920, ...	$24,000.00	
$1,000 Boston, Mass. 4% Registered Arlington St. extension bond, due Oct. 1, 1932, ...	1,000.00	
		$25,000.00

BUILDING FUND.

117 shares Mass. Electric Co's. preferred	$5,543.12
30 shares Mass. Electric Co's common, ...	315.00
Deposit in Naumkeag Trust Co., Salem, ...	173.48
Cash at Library, ...	32.00
	$6,063.60
Less note due May 12, 1916, ...	3,000.00
	$3,063.60
City Fund Income: Deposit in Naumkeag Trust Co., Salem, ...	$174.94
Read Fund Income: Deposit in Naumkeag Trust Co., Salem, ...	303.21
Nichols Fund Income: Deposit in Naumkeag Trust Co., Salem, ...	93.96

ARTHUR H. PHIPPEN,
Treasurer.

SALEM, JANUARY, 1916.

Examined and approved,

HENRY P. BENSON,
JOHN J. MACK,
ARTHUR H. PHIPPEN,
Finance Committee.

Statistics in Form Adopted by the American Library Association

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Salem Public Library, Salem, Mass.
Annual Report for Year ending December 31, 1915.
Population, 1915 census, 37,200.
Free for lending and reference.
Four agencies, namely one main library, one branch library, two stations in school houses.
Main library open 304 days during year; 72 hours a week for lending, 78 hours for reading.
Branch open 304 days; 36 hours a week. Stations open 2 days a week; 8 hours a week.

Volumes in library Jan 1, 1915,		62,148
Added by purchase,	2,781	
Added by gift,	113	
Withdrawn,	1,497	
Volumes in library Dec. 31, 1915,		63,545

Volumes of fiction lent for home use:
Adult 55,364; Juvenile 47,832; Total 103,196.

Total volumes lent for home use:
Adult 76,379; Juvenile 71,793; Total 148,172
1426 borrowers registered during year. Registration period 3 years.
159 newspapers and periodicals currently received.

Receipts.

Unexpended balance, Jan. 1, 1915,	$3,163.82	
Taxation,	16,400.00	
Income of funds,	1,908.53	
Fines and sales of publications,	478.98	
Other sources,	22.76	
		$21,974.09

PAYMENTS.

MAINTENANCE:

Books,	$2,965.07	
Periodicals,	483.26	
Binding,	886.34	
Salaries, library service	8,535.51	
Salaries, janitor service,	1,883.12	
Heat,	661.47	
Light,	770.90	
Other maintenance,	1,742.82	
		$17,928.49

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THE NEW YORK PUBLIC LIBRARY
ASTOR, LENOX AND TILDEN FOUNDATIONS

SALEM PUBLIC LIBRARY

TRUSTEES' REPORT

1916

1 9 1917

SALEM PUBLIC LIBRARY

TRUSTEES' REPORT

1916

TWENTY-EIGHTH
REPORT OF THE TRUSTEES

OF THE

SALEM PUBLIC LIBRARY

SALEM, MASSACHUSETTS

JANUARY, 1917

SALEM, MASS.
NEWCOMB & GAUSS, PRINTERS
1917

BOARD OF TRUSTEES AND OFFICERS

OF THE

SALEM PUBLIC LIBRARY

1917

TRUSTEES.

HENRY P. BENSON, Mayor, *ex-officio.*	
GEORGE R. EMMERTON,	1888-1888.
JAMES A. EMMERTON,	1888-1888.
NATHANIEL A. HORTON,	1888-1891.
CHARLES S. OSGOOD,	1888-1897.
THOMAS F. HUNT,	1888-1898.
GEORGE W. WILLIAMS,	1888-1905.
DAVID PINGREE,	1888-1912.
JEREMIAH T. MAHONEY,	1889-1911.
JOHN ROBINSON,	1892-1903.
WILLIAM P. MCMULLAN,	1897-
JOHN M. RAYMOND,	1898-
MATTHEW ROBSON,	1903-
ARTHUR H. PHIPPEN,	1905-
CHARLES F. TOWNE,	1911-1912.
FRANK W. BENSON,	1912-
JOHN J. MACK,	1912-

OFFICERS.

HENRY P. BENSON, Chairman, *ex-officio.*
ARTHUR H. PHIPPEN, Secretary and Treasurer.

COMMITTEES.

Finance—Messrs. H. P. BENSON, PHIPPEN and MACK.
Administration—Messrs. MCMULLAN, ROBSON and MACK.
Books—Messrs. RAYMOND, PHIPPEN and F. W. BENSON.

LIBRARIAN.

GARDNER M. JONES.

ASSISTANTS.

CARRIE H. KINSMAN,
ELIZABETH H. MCINTIRE,
MARY H. POLLOCK,
ELIZABETH G. PUTNAM,
MABEL W. FARRIS,
HAZEL F. KING,
EDITH L. TREFRY,
MILDRED E. SYMONDS,
MARTHA T. POND,
ALICE R. PLUMMER.

JANITOR.

JOHN F. HADLEY.

Salem Public Library

Trustees' Report, 1916

To the City Council of the City of Salem,

GENTLEMEN:—

The Trustees of the Salem Public Library respectfully report that the past year has again emphasized the value of the Public Library to our community. Our only regret is that we are unable as yet to extend its usefulness and afford better accommodations to its patrons in the North and Down Town Districts. We are hopeful, however, that you will some day be able to secure us a branch library building in each of these sections.

Your attention is called to the annexed reports of Treasurer and Librarian.

For the Trustees,

Salem, Jan. 11, 1917. ARTHUR H. PHIPPEN, *Sec'y.*

Librarian's Report

To the Trustees of the Salem Public Library,

GENTLEMEN:—

I submit herewith my twenty-eighth report as librarian.

BOOKS.

3454 volumes have been added and 2012 withdrawn during the year, a net gain of 1442 volumes. The library now contains 64,987 volumes. There are two reasons for this small gain. Many books have to be withdrawn because they are worn out or too dirty for circulation. Also, during the past summer and fall the shelves in the Children's room and at the branches were checked for missing books and all that had long been missing were withdrawn. The pressure of other work has made it impossible to go through the adult books at the main library. When work slackens in the spring and the bookstack is warm enough for work it is hoped that the latter may be checked in the same way.

SHORTHAND COLLECTION.

During the year a new installment of shorthand books, the gift of Hon. William H. Gove, was accessioned and catalogued.

Our shorthand collection is noted among shorthand collectors for its size and value. It now numbers 893 titles bound in 1084 volumes. According to the last available statistics it ranks fifth among collections in public libraries, only being exceeded by the New York Public Library, the Library of Congress, the Manchester (England) Public Library, and the Royal Stenographic Institute, Dresden, Germany. We have a nearly complete set of the phonographic works published by Isaac Pitman, including rare early editions. We also have the library of the late Alexander Paterson, of Barnsly, England, which includes most of the classics of English shorthand. This library was purchased in bulk by the Hon. William H. Gove, and presented to our library.

At request of the United States Bureau of Education, a list of our shorthand books was sent them for inclusion in a publication on the literature of shorthand, which is in course of preparation by Mr. J. E. Rockwell. This publication is expected to include a list of all shorthand books in libraries in Great Britain and the United States indicating the libraries in which they are to be found.

CIRCULATION.

The adult circulation was 76,878 and the juvenile 74,077. At the main library the adult exceeds the juvenile over 10,000, while at the branches the juvenile circulation is larger than the adult.

The percentage of fiction shows a further decline from 72 per cent in 1914, to 69 in 1915 and 67 in 1916.

The South branch circulation is coming back again, having an increase of fifteen per cent for the year. A comparison of the circulation of the three branches shows the increased use of books when the library is open every day and during longer hours and where there is an adequate supply of books and comfortable surroundings. The South branch circulation was 33,895, while the East was only 24,194 and the North 15,921. It is safe to say that with suitable library buildings, the circulation at the East would fully equal the South and that at the North would be much larger than at present.

CHILDREN'S ROOM.

Miss Putnam, mentioned in the 1915 report, began work as children's librarian on January first.

On October sixth a new children's registration was begun. In the past there was nothing to indicate whether a cardholder was a child or an adult. Also, all registration being at the main desk, many children had to go there, to the discomfort of adult readers. It was felt that better results would be secured by a separate registration in charge of the children's librarian. All registration of children below high school age, whether taken at the main library or at a branch, goes through the children's department at the main library. From October sixth to December thirty-first, there were 284 new children's registrations and 1315 re-registrations of children formerly holding cards.

BRANCHES.

The circulation at the branches has already been mentioned. One item which was overlooked in the 1915 report, was the making of card catalogs for the East and North branches. These branches, as well as the South, now have dictionary catalogs and shelf lists of all books in their permanent collections.

The need of better quarters at the East and North branches is still as great as ever. Both being used as ward rooms have to be closed whenever there is an election. There is no longer a class permanently located in the library room at the East branch, but it is used for dancing, which is now a part of the school course. This is often kept up until after the time for opening the library and everything is covered with dust, which there is no time to remove. During the summer the room was so damp that many of the books were covered with mould and had to be wiped before they could be handed to readers. The large circulation at this branch in spite of its discouraging housing shows an eager desire for books which should be met by the provision of more attractive and convenient quarters.

The usual tables of statistics are appended to this report.

Respectfully submitted,
GARDNER M. JONES, *Librarian.*

Salem, Jan. 11, 1917.

ACCESSIONS.

Volumes in the library Dec. 31, 1915,		63,545
Added by purchase, main library,	2,040	
Added by purchase, branches,	698	
Added by gift,	716	
Total added,	3,454	
Withdrawn,	2,012	
Net gain,		1,442
Volumes in the library Dec. 31, 1916,		64,987

CONTENTS OF LIBRARY, INCLUDING BRANCHES.

Class	Volumes in library Jan. 1, '16	Added	Withdrawn	Volumes in library Dec. 31, '16
Fiction,	15,370	1,317	1,455	15,232
General Works,	5,835	170	24	5,981
Philosophy,	760	18	1	777
Religion,	1,948	32	7	1,973
Sociology,	4,837	305	141	5,001
Philology,	473	22	1	494
Science,	3,727	112	27	3,812
Useful Arts,	4,668	647	35	5,280
Fine Arts,	3,358	106	19	3,445
Literature,	6,299	336	210	6,425
Travels,	4,692	145	38	4,799
Biography,	6,107	117	23	6,201
History,	5,471	127	31	5,567
Totals,	63,545	3,454	2,012	64,987

TOTAL CIRCULATION BY CLASSES.

Class	Adult Main	Children's Room	East Branch	North Branch	South Branch	Total	Per Cent
Fiction,	28,561	19,628	17,303	12,971	23,750	102,208	67.71
General Works,	418	410	112	39	26	1,005	.67
Philosophy,	475	23	42	2	37	579	.38
Religion,	351	318	100	32	236	1,037	.69
Sociology,	1,401	2,901	1,369	632	1,970	8,273	5.48
Philology,	149	....	6	5	37	197	.13
Science,	1,049	677	590	281	580	3,177	2.10
Useful Arts,	1,988	749	579	276	694	4,281	2.83
Fine Arts,	1,240	708	375	186	807	3,316	2.20
Literature,	3,168	4,328	1,722	536	3,245	12,999	8.61
Travels,	1,742	1,193	524	214	730	4,403	2.92
Biography,	1,633	902	532	226	681	3,974	2.63
History,	1,731	1,212	940	521	1,102	5,506	3.65
Totals,	43,901	33,044	24,194	15,921	33,895	150,955	100.00

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HOME CIRCULATION.

	Main Library		East Branch		North Branch		South Branch		Total	
	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile
Fiction,	28,561	19,623	8,358	8,950	7,644	5,327	12,397	11,358	56,955	45,253
General Works,	418	410	98	14	26	13	18	8	560	445
Philosophy,	475	23	12	30	1	1	33	4	521	58
Religion,	351	318	14	86	4	28	41	195	410	627
Sociology,	1,401	2,901	106	1,263	3	629	137	1,833	1,647	6,626
Philology,	149	....	5	1	1	4	37	....	192	5
Science,	1,049	677	31	559	11	270	185	395	1,276	1,901
Useful Arts,	1,983	749	90	489	26	250	295	399	2,394	1,887
Fine Arts,	1,240	708	57	318	21	165	285	522	1,603	1,713
Literature,	3,168	4,328	101	1,621	24	512	1,451	1,794	4,744	8,255
Travels,	1,742	1,193	90	434	32	182	370	360	2,234	2,169
Biography,	1,633	902	184	348	43	183	282	399	2,142	1,832
History,	1,731	1,212	139	801	23	498	307	795	2,200	3,306
Totals,	43,901	33,044	9,280	14,914	7,859	8,062	15,838	18,057	76,878	74,077

MAIN DELIVERY DESK.

Days the library was open,	304
Volumes delivered for home use,	43,901
Average daily use,	144
Largest daily use (Mar. 18),	314
Smallest daily use (July 12),	35
Average weekly use,	844
Largest weekly use (Mar. 13-18),	1,175
Smallest weekly use (July 17-23),	553
Per cent fiction,	65
*Volumes lost and not paid for,	239
*Volumes worn out and withdrawn,	1,760
*Mail notices for overdue books,	1,241
*Messengers sent for overdue books,	83
*New names registered during the year,	1,216

*These include branches.

CHILDREN'S ROOM.

Days the library was open,	304
Volumes delivered for home use,	33,044
Average daily use,	109
Largest daily use (Apr. 24),	243
Smallest daily use (Sept. 13),	25
Average weekly use,	635
Largest weekly use (Dec. 3-10),	1,145
Smallest weekly use (July 30-Aug. 6),	281
Per cent fiction,	59

EAST BRANCH.

Days the library was open,	97
Volumes delivered for home use,	24,194
Average daily use,	249
Largest daily use (Dec. 4),	350
Smallest daily use (July 3),	146
Average weekly use,	465
Per cent fiction,	72
New registrations (included in Main Library statistics),	208

North Branch.

Days the library was open,	97
Volumes delivered for home use,	15,921
Average daily use,	164
Largest daily use (Feb. 25),	272
Smallest daily use (Dec. 26),	100
Average weekly use,	306
Per cent fiction,	82
New registrations (included in Main Library statistics),	119

South Branch.

Days the library was open,	304
Volumes delivered for home use,	33,895
Average daily use,	111
Largest daily use (Apr. 24),	206
Smallest daily use (July 19),	31
Average weekly use,	652
Largest weekly use (Nov. 13-18),	861
Smallest weekly use (July 3-8),	407
Per cent fiction,	70
New registrations (included in Main Library statistics),	419

GIFTS TO THE LIBRARY.

	Bound vols.	Pamphlets
Atherton, Horace H., Jr.,	1	
Baxter, James P., Portland, Me.,		1
Bedinger, Miss Margery, Detroit, Mich.,	4	
Benton, Josiah H., Boston,	1	
Brett, William H., Cleveland, Ohio,		1
Bross Foundation, Lake Forest, Ill.,	7	
Dodge-Wallace Co., Council Bluffs, Ia.,	1	
Eddy, Trustees under the will of Mary Baker, Boston,	12	
Farnsworth, Edward C., Portland, Me.,	1	
Foote, Arthur, Brookline,	7	
Gove, Hon. W. H.,	22	14
Hills, W. F., Lowell, Mass.,		65
Hoxie, Brig.-Gen. Richard L., Washington,	1	
Huiginn, Rev. E. J. V., Beverly,	2	
Mass. Church Union, Boston,	1	
Maxim, Hudson, New York City,	2	
National Canning Assoc., Washington,	1	
National City Bank, New York City,	2	
Nearing, Scott, Philadelphia, Pa.,	1	
New York State Shorthand Reporters' Assoc.,		24
New York State Stenographic Assoc.,		1
Olin, Frank, Indianapolis, Ind.,	1	
Parker, Sir Gilbert,	2	53
Rantoul, Robert S.,	1	
Richards, Mary B.,	1	
Robinson, John,		1
Shepard, E. V., New York City,	2	
Venn, Theodore J., Chicago,		1
Webb, Miss Mary E.,	23	2
Wildes, Wilbur,	1	

In addition to the above, documents, pamphlets and periodicals were received from United States, Massachusetts, and other official sources, and from libraries, societies and individuals. The total of all gifts is 188 bound volumes, 957 pamphlets, and 1860 numbers of periodicals.

Treasurer's Report

Funds on hand, Jan. 1, 1916:

City Fund (permanent), ...	$25,000.00	
Building Fund, ...	3,063.60	
		$28,063.60

Unexpended income on hand, Jan. 1, 1916:

City Fund income, ...	$174.94	
Read Fund income, ...	303.21	
Nichols Fund income, ...	93.96	
		$572.11
		$28,635.71

RECEIPTS:

City appropriation for 1916, ..		$16,700.00	
City Fund income, ...		1,000.00	
Read Fund income, ...		547.03	
Building Fund income, ...		7.47	
Nichols Fund income, ...		181.68	
Fines, ...	$563.12		
Sale of catalogs, ...	7.75		
Missing & damaged books,	10.35		
Sundry receipts, ...	9.27		
		$590.49	
			$19,026.67
			$47,662.38

EXPENDITURES:

City Fund income, Books, ...	$873.48	
Read Fund income, Books, ...	582.55	
Nichols Fund income, Books, ..	173.71	
		$1,629.74

Building Fund:

Discount on notes, ...	$106.59

City Appropriation:

Salaries,	$10,961.53	
Fuel and Light,	1,546.10	
Repairs and furniture,	366.84	
Books and periodicals,	2,398.93	
Miscellaneous,	1,317.07	
		$16,590.47
City appropriation unexpended,		$109.53
On hand Jan. 1, 1917:		
City Fund,	$25,000.00	
Building Fund,	3,554.97	
City Fund income,	301.46	
Read Fund income,	267.69	
Nichols Fund income,	101.93	
		$29,226.05
		$47,662.38

CITY APPROPRIATION.

	Appropriation	Expended	Unexpended
Salaries,	$11,000.00	$10,961.53	$38.47
Fuel & light,	1,500.00	1,546.10	*46.10
Repairs & furniture,	300.00	366.84	*66.84
Books & periodicals,	2,400.00	2,398.93	1.07
Miscellaneous,	1,500.00	1,317.07	182.93
	$16,700.00	$16,590.47	$109.53

CITY FUND INCOME.

On hand Jan. 1, 1916,		$174.94
Received 1 year's int. to Oct. 1, 1916, on $24,000 Newton, Mass. 4% bonds,	$960.00	
Received 1 year's int. to Oct. 1, 1916, on $1,000 Boston, Mass. 4% bonds,	40.00	
		$1,000.00
		$1,174.94

*Overdraft.

Expended for books, ...	$873.48	
On hand Jan. 1, 1917, ...	301.46	
		$1,174.94

Read Fund Income.

On hand Jan. 1, 1916, ...	$303.21	
Received from City of Salem Trust Fund Commissioners, ...	547.03	
		$850.24
Expended for books, ...	$582.55	
On hand Jan. 1, 1917, ...	267.69	
		$850.24

Nichols Fund Income.

On hand Jan. 1, 1916, ...	$93.96	
Received from City of Salem Trust Fund Commissioners, ...	181.68	
		$275.64
Expended for books, ...	173.71	
On hand Jan. 1, 1917, ...	101.93	
		$275.64

Building Fund.

On hand Jan. 1, 1916, ...	$3,063.60
Received from Fine account for year ending Dec. 31, 1916, ...	590.49
Received interest on deposit in Naumkeag Trust Co., from Dec. 1, 1915, to Dec. 1, 1916,.....	7.47
	$3,661.56
Discount on notes, ...	$106.59
On hand Jan. 1, 1917, ...	3,554.97
	$3,661.56

Fine Account.

Received from fines, etc.,.....	$590.49
Transferred to Building Fund, ...	590.49

INVESTMENTS.

CITY FUND (permanent):

$24,000 Newton, Mass. 4% Registered Water Loan bonds due Apr. 1, 1920,	$24,000.00	
$1,000 Boston, Mass. 4% Registered Arlington St. extension bond, due Oct. 1, 1932,	1,000.00	
		$25,000.00

BUILDING FUND.

117 shares Mass. Electric Co's. preferred,	$5,543.12
30 shares Mass. Electric Co's. common,	315.00
Deposit in Naumkeag Trust Co., Salem,	174.19
Cash at Library,	22.66
	$6,054.97
Less note due May 12, 1917,	2,500.00
	$3,554.97
City Fund Income: Deposit in Naumkeag Trust Co., Salem,	$301.46
Read Fund Income: Deposit in Naumkeag Trust Co., Salem,	267.69
Nichols Fund Income: Deposit in Naumkeag Trust Co., Salem,	101.93

ARTHUR H. PHIPPEN, *Treasurer.*

Salem, January 11, 1917.

Examined and approved,

HENRY P. BENSON, *Chairman,*
JOHN J. MACK,
ARTHUR H. PHIPPEN,

Finance Committee.

STATISTICS IN FORM ADOPTED BY THE AMERICAN LIBRARY ASSOCIATION.

Salem Public Library, Salem, Mass.
Annual report for year ending December 31, 1916.
Population, 1915 census, 37,200.
Free for lending and reference.
Four agencies, namely one main library, one branch library, two stations in school houses.
Main library open 304 days during year, 72 hours a week for lending, 78 hours for reading.
Branch open 304 days, 36 hours a week. Stations open 2 days a week, 8 hours a week.

Volumes in library January 1, 1916,		63,545
Added by purchase,	2,738	
Added by gift,	716	
Withdrawn,	2,012	
Volumes in library December 31, 1916,		64,987

Volumes of fiction lent for home use:
Adult 56,955; Juvenile 45,253; Total 102,208.
Total volumes lent for home use:
Adult 76,878; Juvenile 74,077; Total 150,955.
1216 borrowers registered during year. Registration period three years.
163 newspapers and periodicals currently received.

RECEIPTS.

Unexpended balance, Jan. 1, 1916,	$3,635.71	
Taxation,	16,700.00	
Income of funds,	1,736.18	
Fines and sales of publications,	590.49	
		$22,662.38

PAYMENTS.

Books,	$2,814.12	
Periodicals,	483.12	
Binding,	731.43	
Salaries, library service,	8,897.45	
Salaries, janitor service,	2,064.08	
Heat,	748.28	
Light,	797.82	
Other maintenance,	1,790.50	
		$18,326.80

THE NEW YORK PUBLIC LIBRARY
REFERENCE DEPARTMENT

This book is under no circumstances to be taken from the Building

Form 410